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| **TRANSFER REQUEST LETTER** |
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| To[Receiver Name][Receiver Title][Addess][Email] |
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| From[Sender Name][Sender Title][Addess][Email] |

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| Dear Mr. Agarwal,Kindly accept this transfer letter as a formal request to move me from the New Delhi office to the Jamshedpur office in the same position. My husband recently got admitted to a local hospital in Jamshedpur owing to his chronic illness. To take good care of him, I require to be nearby Jamshedpur.I am sure my experience and expertise would be helpful in the Jamshedpur branch. I assure you of your continued dedication to my work.Kindly consider my situation and grant me a transfer at the earliest of your convenience. Thank you so much for being so considerate.Sincerely,Soumik Sen |

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