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| **TRANSFER REQUEST LETTER** | [Email] |
|  | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Transfer Offer Letter

Dear Mrs. Reddy,

I hereby write this transfer request letter to allow me to move to the Mumbai office. I have been working with Global Kavery Enterprise for the last six years. The Raipur office has allowed me to grow professionally.

As you know, I underwent a medical procedure three months ago. I wish to transfer to Mumbai to attend my regular medical sessions with my doctor working in a reputed hospital in Mumbai. I have had a hard time travelling to and from the hospital, and this transfer would make things easier for me.

I assure you of my continued enthusiasm and determination. Kindly grant me a transfer at your earliest.

Sincerely,

Priyanka Ahuja