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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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| **RE**: Request for job transferDear [Employer’s Name], I am writing to request consideration of a transfer from my position at [Current Office] to a similar position at the [New Office].I fully understand the requirements of the job, as I have been working at this company for the past five years and will do my best to continue working to the standard of the company.I would be happy to meet you and give you any further information you require and answer questions. My email address is [Name@email.com]. Thank you for your consideration in this matter. Sincerely,[Your Full Name][Your Signature] |

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