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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. Jha,Kindly consider this as a job transfer request from Lucknow to the Kozhikode office. To sharpen my skill set and advance my career, I have recently enrolled in an executive MBA program. I would require attending the physical classroom sessions during the weekend. As the college is in Kozhikode, I am seeking this transfer.My classes begin next month and I am hopeful you would understand my position.Thank you for reading this letter. I look forward to hearing from you.Sincerely,Sukesh Kholi |

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