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