

Reggie Jones

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March 1, 20XX

Jennifer Lee
Manager
XYZ Inc.
123 Business Rd.
Business City, NY 54321

Dear Ms. Lee,

I am writing to request consideration for a transfer from my position at XYZ Inc. to a similar position at the XYZ office located in Dallas, Texas. My family has experienced some changes which necessitate the need for me to be in closer proximity to them.

I have enjoyed working here for the past seven years and appreciate the experience I have gained. I have held several positions at XYZ, which have given me an excellent overview of the company's operations.

I am confident that my in-depth knowledge and strong communication skills would be an asset to the staff in Dallas. While I will regret leaving my colleagues here, I feel that I could contribute significantly to the company's potential growth in Texas.

I am enclosing my updated resume for your review. Thank you for your consideration and assistance in this matter. If you need any additional information, please contact me.

Sincerely,

Reggie Jones (signature hard copy letter)

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