

Name  
Address  
Phone Number  
Email Address

Date

Name of Addressee  
Position  
Company  
Address  
City, State, ZIP Code

Dear [Name of Addressee];

Good day.

My name is [name] and I have been an employee at [name of company] since [date]. I am writing you for a request for transfer from my position as [position] to a similar one at the [company] branch in [area or location].

Due to some changes in my life, I find it necessary to transfer to a different office location. I have enjoyed working for the company for the last [period], and I appreciate all that I have learned while connected to the company. As you may well know, I have held different positions during my tenure, and I would like to continue doing so at the location requested.

I am confident in my knowledge of our day-to-day operations, as well as my communication skills with clients and colleagues alike. I believe that both will be assets to the improvement of the company and its staff at [requested location].

I do not wish to leave the colleagues who have helped mold me into the professional that I am now. However, I feel that I could put in a positive contribution to the company's growth at [requested location] as well.

Thank you so much for your kind consideration regarding this action. If you need further assistance in the matter, please do not hesitate to contact me. We can discuss the matter further in a meeting as you see fit. I hope to hear a positive response from you soon.

Sincerely,  
[Your name and signature]  
Position

Company