**TRANSFER REQUEST LETTER**

**[Your first and last name]**

**[Your address]**

**[Your phone number]**

**[Your email address]**

**[Date of the letter]**

**[First and last name of recipient]**

**[Job title]**

**[Company name]**

**[Company street address]**

Dear **[Mr., Miss, Ms. or Mrs. and the recipient's last name]**

I am writing in the hope that you will consider my application for a transfer from my current role of **[present job title]** at **[company name]** to the same or related role at the **[company name]** office located in **[name of the chosen area].** The reason I am requesting a transfer is because of **[explanation for the decision to transfer].**

I have really liked my time at **[current location],** and I am grateful for everything I've learned from the **[current location]** office. I believe that my excellent organizational and communication skills will be suitably applied in the **[name of the chosen area]** office. I believe I would prove to be an asset to that office, but I can also see the great potential for progression at the **[name of the chosen area]** office.

I appreciate you taking the time to consider my request. I've relished my time at the **[current location]** office and enjoyed collaborating with my colleagues there. I truly hope to continue my career within this company. Please find an updated copy of my CV for your review. If you require any other information, please don't hesitate to contact me.

Sincerely,

**[Your name]**