TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

Sub: Request Transferring letter

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

I am writing to request consideration for a transfer from my [current position] as [current job title] at [company name] to a similar position at the [company name] office located in [city and state of preferred location]. I am asking for a transfer due to [reason for wanting a transfer].

I have thoroughly enjoyed my time and appreciate everything I've learned from the [current location] office. I am confident my organization and communication skills would be properly utilized in the [preferred location] office. Not only do I think I'd make a valuable contribution to that location, but I also see the immense growth opportunities available at the [preferred location]office.

Thank you for your time and consideration. I've enjoyed working with everyone at the [current location]office and I hope to continue to grow alongside this company. I have enclosed my updated resume for your review. If you need additional information, feel free to contact me.

Sincerely,

[Your name]