**TRANSFER REQUEST LETTER**

23rd August 20XX

Jennifer Palmer

Manager

Green Associates

123 Cherry Blossom Lane

London, W10 2BX

Dear Ms. Palmer,

I am writing in the hope that you will consider my application for a transfer from my current role of Marketing Associate at Green Connections to the same or related role at the Green Connections office located in Bristol. The reason I am requesting a transfer is due to a change in my personal circumstances. There have been some issues that have affected my family, and I need to relocate to live closer to my parents.

I have really enjoyed my time at Green Connections in London, and I am grateful for everything I've learned from the London office. I believe that I can put my excellent organizational and communication skills to good use in the Bristol office. I believe I would prove to be an asset to that office, but I can also see the great potential for progression within Green Connections at the Bristol office.

I appreciate you taking the time to consider my request. I've relished my time at this 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,

Nick Jones  
123 Easton Lane

London, NW10 1AB

0712345789

nick.jones@email.com