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 position at [current position] Inc. to a similar position at the [current position] 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 [current position] , 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,