**TRANSFER REQUEST LETTER**

Reggie Jones

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March 1, 20XX

Jennifer Lee

Manager

XYZ Inc.

123 Business Rd.

Business City, NY 54321

Dear Ms. Lee,

I am writing to request consideration for a transfer from my position at XYZ Inc. to a similar position at the XYZ 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 XYZ, 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,

**signature**

Reggie Jones