TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

Subject: Application for Transfer

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

I would like to respectfully inquire about the possibility of a transfer from Cassy’s in Anytown, NY to the Newcity, OH location. My spouse has received a job opportunity there, which would begin next month. I have enjoyed working here for the past six years, first as Assistant Manager, and in my recent promotion to Manager. I feel that I have been an asset in the Bridal Department and would like to continue my association with the company.

I am able to stay on for several weeks to help train someone to fill the position I will leave here in Anytown. I know several employees at the store who would make good candidates for the position and would be happy to share my thoughts with you.

My experience at Cassy’s has been very rewarding, and I would appreciate the opportunity to continue my career with the company.

I have attached a copy of my resume for your convenience. Your thoughtful consideration of my request is greatly appreciated.

Sincerely,