TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

Subject: Application for Transfer

Dear [Name],

I am writing to respectfully request a transfer in location from [Office A] to [Office B] . A change in my personal circumstances necessitates this move. An illness in my family has made it necessary for me to relocate to [X] . Since I have been with this company for  [X Time], and have thoroughly enjoyed my employment here, I feel it is in the best interests of myself and of this company that I move operations, rather than leave the company altogether.

In my time here, you have known me to be a person who [List Skills And Attributes]. I would like to continue providing job excellence to this company, and hope that we are able to work together to find a solution that fits both of our needs.

I understand that this presents some difficulty for the current location, but I feel I can still be of service from this new location, and I am willing to work through [Period Of Transition] to help train new personnel in my position.

I am very appreciative of my time here at [Company], the experience has been very rewarding in many ways.

I thank you for taking the time to consider my request and anxiously await your decision.

Sincerely

[Signature]