TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

Sub: Requesting for Transfer me.

Respected [Sir/Madam],

I am Name, I have been working as Designation (Executive), at Chennai (Plant/Manufacturing Unit) since [Year] , bearing [Employee ID].

My kind concern is to you that, my family and children staying at Hyderabad along with my parents. My parents are aged persons and need my assistance every time. Because I am the only person to look after for their care. I am having a small kid studying 3 rd standard. My wife is also an employee in one of the reputed private organizations. Hence my family is facing difficulties in day-to-day activities to run smoothly.

So I am here with requesting you that please transfer me to Hyd as we are having a branch/ business operations at there. I am assuring you that, I will put my more efforts towards my job because my mind could not have any thoughts about my family & their concerns as I am having the same thoughts here.

Please consider my request on humanitarian grounds and accept my transfer letter to get the transfer.

Thanking you,

Yours Obediently

[Your Name]

[Designation]

[Mobile No]