TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

Sub: Requesting for Transfer me.

Dear [Name],

The purpose of writing this letter is to request you to kindly transfer me to the California Office [Name].

The reason for submitting this request is that my parent put up in California and they need to undergo some medical treatment for which I need to be there with them.

I have been working with [Name] Finance Bank from last 8 years and I enjoy working in our company. I don’t want to leave this job and that’s why I am submitting this request. This is an inevitable situation at my end, and I really need you to consider my request. I ensure that I will work with the best of my abilities and potential to benefit our office in California.

It is a humble request to you to please consider my transfer. I ensure that you will have no complaints on my performance level. I am looking forward to continuing serving at [Name] Finance Bank. Your positive response is anticipated.

Thanking in anticipation for considering my request.

Yours sincerely,