TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

Sub: Transfer Request Due to Family Problem

Dear [Name],

I am writing to inform you that my parent’s health condition is not good and I am the only responsible person in my family to take care of them. So I am requesting you to please consider my job relocation request to the branch located in my native city. It will be very helpful to me and also to my family members.

Waiting for your positive response on my transfer request.

Thanking you.

Sincerely,