**TRANSFER REQUEST LETTER**

**[Date]**

**[Mention the name of the recipient]**

**[Mention the address of the recipient]**

Dear **[Mention the name of the recipient],**

I’m writing to express my interest in the position of senior accountant in our **[Mention the office name].** I’d like to submit my resume and application for this open position.

I am confident that my accounting background qualifies me for that position. Throughout my **[Mention the numbers]** years with this company, I have worked tirelessly to automate different accounting operations in order to streamline the business’s workflow.

Because of the automation, I advised, the company saved **[Mention the numbers]** of dollars. I’ve loved teaching the students here, and I’ve learned a lot from other professors. I am able to have the ability to use my teaching qualifications to assist children in excelling at the Pune school.

Please accept this letter and submit an application for transfer from **[Mention place to place].** My parents will be permanently relocating to **[Mention the name of the place] beginning** next month due to changes in their family circumstances.

I need to be close to **[Mention the place]** since they are elderly and require daily care. You have regarded me as a dedicated, humble, and sensitive individual during my time here. I would like to continue working for the company but from a separate place. I’ve had a great time here, and I’m hoping for a positive answer from your end.

I want to progress at the same pace as the school. Thank you for taking the time to examine my application. I’ve attached my most recent CV for your consideration.

Best regards,

**[Signature]**