**TRANSFER REQUEST LETTER**

**[Your first and last name]**

**[Your address]**

**[Your phone number]**

**[Your email address]**

**[Date of the letter]**

**[First and last name of recipient]**

**[Job title]**

**[Company name]**

**[Company street address]**

Dear MS Gupta,

I am writing this letter to request a transfer from my current position as a senior consultant at Manik Enterprise to a similar position at the Manik Enterprise office in Chennai. My family had witnessed some unprecedented instances in the last few months that require me to work more closely from home.

I have enjoyed my time working at the New Delhi office and have enhanced my skill set and built a strong network. I am excited to utilize my financial and communication skills at the Chennai office to help achieve organizational goals. Not only do I see it as an opportunity to advance my career, but I think I would make a significant and valuable contribution to the new office.

Thank you for considering my application and I hope to grow with the company regardless of my work location. I am attaching my CV for your review. If you need any other information, please feel free to contact me.

Sincerely,

**[Signature]**

**[Your name]**