**TRANSFER REQUEST LETTER**

**[Your first and last name]**

**[Your address]**

**[Your phone number]**

**[Your email address]**

**[Date]**

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

**[Job title]**

**[Company name]**

**[Company street address]**

Dear Mr. Bansal,

I am writing this letter to request a transfer from the Kolkata office to the New Delhi office. My daughter has recently gained admission to St John World School, New Delhi. Getting admission to this school is a matter of pride and an opportunity that cannot be missed. So, I request you to please allow me a transfer to our branch in New Delhi, as the new school session starts next month in June.

I am confident that you understand my position and would consider my request on priority. I am enclosing my updated CV for your review. I am hoping to hear a favorable response from you.

Yours Truly

**Signature**

Aman Sheikh  
**[Your address]**

**[Your phone number]**

**[Your email address]**