TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

Sub: Request for Job Transfer Due to Family Problem.

Respected Sir/ Madam,

My name is [Name] and I am working in [Department] of your company as [Designation]. I have been working since [Duration] and my employee ID is [Employee ID] .

This is to inform you that I have been working in [Branch] of your company since [Duration/ Year]. I am writing this letter to request you for transferring me from[Branch] to [Branch] . I am requesting the transfer due to family reasons.

I believe you will consider the same as a genuine request of mine and you would help me by doing the needful at the earliest. In case of any queries, you may contact me at [Contact number].

Thanking you,

[Signature],

[Name]

[Contact number]