**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 Mr. Bhatt,

I am writing today to let you know about my interest in the role of a senior accountant at our Ahmedabad office. I want to submit my application and CV for this vacant job role.

I firmly believe that my accounting skills make me a suitable candidate for that role. During my six-year tenure in this company, I have constantly worked hard to automate various accounting processes to streamline the business workflow. The company saved thousands of dollars because of the automation I suggested.

Thank you for considering my application. I look forward to hearing from you.

Regards

Arvind Walker  
**[Your address]**

**[Your phone number]**

**[Your email address]**