**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 Mrs. Chawla,

Please consider this letter as a formal request for transfer from the Bengaluru office to the Mysore office. Due to some changes in the family circumstances, my parents are permanently moving to Mysore starting next month. As they are old and require constant care, I require to be nearby Mysore.

In my time here, you have known me as a hardworking, humble and compassionate person. I wish to continue providing my services to the company but from a different location. The experience here has been rewarding and I am hoping for a favorable response from your end.

Thank you for your consideration.

Yours Truly,

Chirag Deol

**[Your address]**

**[Your phone number]**

**[Your email address]**