**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 Ms. Smythe,

I would like to inquire about transferring from Riverwood Development’s Orlando office to its Fort Lauderdale location. I will be relocating to South Florida to be closer to family there and would welcome the opportunity to remain with a company I greatly enjoy working for.

During my six years as a business development specialist, I have established strong community ties that have served the organization in the form of new clients and beneficial partnerships. As a South Florida native, I would leverage my existing connections to forge new relationships in the Fort Lauderdale area that could help the company establish a stronger foothold in this rapidly expanding market.

My timeline is flexible, and I’d be willing to assist in finding and training my replacement in the Orlando office if my transfer were to be approved.

Thank you kindly for your consideration,

Sincerely

**[Signature]**

Cassandra Jackson