**TRANSFER REQUEST LETTER**

**[Date of the letter]**

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

**[Job title]**

**[Company name]**

**[Company street address]**

Dear **[name]**

I am writing to respectfully request a transfer in location from **[office A]** to **[office B].** A change in my personal circumstances necessitates this move. An illness in my family has made it necessary for me to relocate to **[x].** Since I have been with this company for **[x time],** and have thoroughly enjoyed my employment here, I feel it is in the best interests of myself and of this company that I move operations, rather than leave the company altogether.

In my time here, you have known me to be a person who **[list skills and attributes].** I would like to continue providing job excellence to this company, and hope that we are able to work together to find a solution that fits both of our needs.

I understand that this presents some difficulty for the current location, but I feel I can still be of service from this new location, and I am willing to work through **[period of transition]** to help train new personnel in my position. I am very appreciative of my time here at **[company],** the experience has been very rewarding in many ways.

I thank you for taking the time to consider my request and anxiously await your decision.

Sincerely,

**[your signature]  
[your name]**