**LETTER OF INTENT TO TRANSFER**

(RELOCATION)

Carolyn Chang

Van Houtte and Darling LLC

98-1005 Fort St, Wilmington, North Carolina, 28401

Date: October 21st, 2009

Barry Mantego

General Manager

VanHoutte and Darling LLC

78 Grantville St, Myrtle Beach, South Carolina, 29572

123 Main Street, Chicago, IL, 60007

Dear Mr. Mantego,

I, Carolyn Chang, am formally requesting that I be transferred from my position as Salesperson at Van Houtte and Darling LLC, 98-1005 Fort St, Wilmington, North Carolina, to the position of Salesperson at VanHoutte and Darling LLC, 78 Grantville St, Myrtle Beach, South Carolina. I am requesting that I be relocated because my family and I are moving to Myrtle Beach to be closer to my husband’s parents. I have worked at my position for 12 years and, during this time, I believe I’ve been of considerable benefit to the organization.

My time spent working with the company has been extremely rewarding, and I am truly appreciative of the experience I have gained thus far. I look forward to the opportunity to apply my skill set and be of service to the staff at the new location.

I thank you for your consideration and look forward to continuing my growth with this company. Please do not hesitate to contact me should you require more information.

[Signature]

Carolyn Chang

Yourname@abc.com

(555) 637-1982