Dear Mr. Cox

I hereby write this letter to request for a transfer to our company’s branch in Washington. I wish to bring to your attention that I have worked in Waxed Company for five years in the sales and marketing department. This company has allowed me to grow professionally and enable me to handle challenging responsibilities in the work environment.

I express my greatest appreciation for your support in the period I have worked with you. I wish to request for a transfer because of medical issues. As you are aware that I underwent a procedure two months ago, I wish to transfer to Washington so that I can attend my regular medical clinics with my doctor who is located in a hospital there. I have had a hard time traveling to and from the hospital and this transfer will make it easier for me.

I understand that I will move to the same position and salary in the new office. I assure you of my continued determination and enthusiasm in my work to achieve the objectives of the company. Please consider my circumstance and grant me a transfer at your earliest.

Kind regards,

Annabelle Morton