From,
Clark Hilton,
Manager,
Brite Technologies,
California.

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date on which letter is written)

To,
Mr. Brad Wilson,
Head (HR),
Brite Technologies,
California.

Subject: Requesting for transfer

Respected Mr. Wilson,

This is to bring to your kind attention that I have been serving your organization for the past five years with sheer dedication and commitment. Recently, my kids have got admission in St. Mary’ Convent School, Atlanta. You must be aware that getting access in this school is a matter of pride. So, I would request you to please give me a transfer to our branch in Atlanta. The school will be starting next month, and we will also be shifting there.

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I am confident that you will understand my position and will consider my request on a priority basis. I hope to have a favorable response from you.

Thanking you,

Yours sincerely,

Clark Hilton.