From,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (Date on which letter is written)

To,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sub:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Respected Mr./Mrs./Ms (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

To bring to your kind attention, I have been serving your organization for the past \_\_\_\_\_\_\_\_\_\_\_\_(your tenure) with complete devotion towards my job. Due to some personal reason, me and my family is shifting to \_\_\_\_\_\_\_\_\_. I have always enjoyed working in your organization that I can’t think of quitting the same. I would be really grateful to you if you could give me a transfer to our branch over there.

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,

\_\_\_\_\_\_\_\_\_\_\_\_\_

(name)