**Sample Request Letter for Transfer to Another Location**

The Managing Director,  
Mi Casa International.  
India

**Subject: Transfer Request to Another Branch**

Dear Country Manager,

I am a regular employee at Accounts department in your company. I have been working for this company for the last six years and throughout my entire work time I have been regular, punctual, hard working and a dedicated employee. I have been awarded the best employee of the year twice and I have also received gold medal last year for my best performance.

Now I am shifting to Karachi next month with my family because of some family issues. Therefore, I request you to transfer my job from Islamabad to Karachi so that I can continue my hard work with your company.

I have already written a request to your Karachi branch, but I would like you to write a formal approval transfer letter so that I can complete all the necessary documentation process and get my cheque in advance. I have already completed all the necessary work that was under my control so no such work is left out.

I assure you that I will keep on doing the hard work and will try to give my best to your Karachi branch. I have and always will be a good asset to your company and will help to increase the goodwill of our prestigious company. I will be waiting for your response so that all my documents are transferred on time to Karachi branch.

I will be grateful and thankful to you for this huge favor. I am attaching my nic and other documents for your convenience.

Yours Sincerely,

Sheeba John