**Letter Sample For Job Transfer Request**

Matthew Smith  
Address  
City, State, Zip Code  
Contact Number  
E-mail Address

September 1, 2015

Mr. Louis Jordan  
[Human Resources](https://www.resumeok.com/human-resources-resume-sample/)  
ABC Management Consultants  
Address  
City, State, Zip Code

Dear Mr. Jordan,

I came across the company’s job post that was circulated yesterday via e-mail to the various departments. The position was for Senior Trade Moderator and I believe my experience and credentials make me the ideal candidate for the position.

I have been with the company since the year 2015; ABC Management Consultants is my first and only employer. I started out as a Market Research Assistant under the guidance of Dr. Roger Garcia. In 2016, I was promoted to Senior Research Lead upon the recommendation by Dr. Garcia. As Senior Research Lead, I was assigned a team which spearheaded projects funded by private banking corporations. In recognition of my work with the team, I was among the few who were given the opportunity to undergo further training under the auspices of RJS Development Bank. In 2017, I was promoted to Assistant Head of Market Research.

At this point in my career at ABC Management Consultants, I would like to explore new avenues for career growth. I have had the experience of working with the Senior Trade Moderators in the capacity of developing their research papers, guidelines and workbooks. I am confident that my capacity and expertise will greatly benefit the company in this new endeavor.

Thank you very much and I hope my application merits your consideration.

Yours sincerely,

Matthew Smith