**Employee Request Letter to Transfer From One Branch to Another**

Dear Manager Name,  
  
I would like to express my wish to be transferred from (current branch name) to (target branch name). The reason being is that it is closer to my house and I have been spending a lot of time commuting back and forth everyday. If I spend less time on the road then I will have more energy while at the office, which will have a positive impact on my work. I kindly ask you to consider my transfer request.  
  
Thank you for understanding.  
  
Regards