To

Mr. Michael Smith,

General Manager,

London Bank,

574 New London Turnpike,  
Norwich CT 06360.

Date: 7th October 20XX

Subject: job Transfer Request letter

Dear Mr. Smith,

I would like to request your kind attention to my application for a transfer of job from New London Turnpike branch to the River Road, Preston branch. This is due to some unavoidable personal reason.

Within two months my family is shifting there as my wife has been appointed in a very good position there. It is a much awaited opportunity for her and her organization has no branch here.

Moreover I have been working in this branch for the last five years and I have been loyal to our organization during my tenure here. I have already informed my department head Mr. John Kerry about the same.

I sincerely wish to continue my association with the company and gain valuable experience in a new location as well. This transfer is really important for me and my family.

Thanking you for your valuable time.

Sincerely

Signature

John Watts

Assistant Manager