**Transfer Request Letter**

## Sample

To

Mrs. James  
Head of Human Resource department  
Database technologies,  
California  
{Date on which the letter was written}

From,  
Clinton, treasurer,  
Sub: Requesting for transfer

**Dear Mr. James,**

I am writing this to bring to your attention that I have been one of the best employees in your company for the past five years. I remained a committed and dedicated worker. Recently, my kids got admitted to a school in Atlanta. It goes without saying that getting admitted to St. Mary’s Convent is a chance a one-time chance that is not worth wasting. This is the reason I am humbly requesting you to give me a transfer to our company branch in Atlanta. I would like to transfer next month when the school will be starting.

If you transfer me to that branch, I will work hard without the worry of being away from my children. All my attention will be shifted to completing the tasks assigned to me in the right way.

I confidently believe that you will understand my position. I am looking forward to you considering my request and getting a positive response from you.

**Thank you,**