**Transfer Request Letter**

Dear Name of Person,

I am writing this letter as a formal request to transfer my position from ABC Office to a similar position at XYZ Office.

I am aware of the requirements of the job. I have maintained my position at this prestige organization for the past seven years. I look forward to working with the same enthusiasm in the new location.

You can reach me at 555-555-555 and my email address is lmn@email.com. I would be happy to answer queries and provide any information if necessary.

Thank you so much for considering my application.

Sincerely,