

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

Subject: Request for Job Relocation

I hope this message finds you well. I am writing to formally request a transfer to [desired location/department] due to [brief reason for relocation, e.g., personal reasons, family commitments, etc.].

I have enjoyed my role as [Your Current Job Title] at [Company Name] and have gained invaluable experience over the past [duration at current location]. I believe that my skills and knowledge can be effectively utilized at the [new location/department], and I am eager to contribute to our team in a new capacity.

I am requesting that you consider my application for transfer, and I am open to discussing this further at your convenience. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]