

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

The Chief Secretary
[Department/Office Name]
[Office Address]
[City, State, Zip Code]

Subject: Request for Transfer

Dear [Chief Secretary's Name],

I hope this letter finds you in good health and high spirits. I am [Your Name], an Indian Administrative Service officer currently serving as [Your Current Position] in [Your Current Location/Department].

I am writing to formally request a transfer to [Desired Location/Department] due to [briefly explain your reason, e.g., personal reasons, health issues, family commitments, etc.]. I believe that this transfer will not only benefit my personal circumstances but also enhance my contribution to the [mention objectives/goals of the desired department or location].

I would be grateful if you could consider my request favorably. I am willing to discuss this matter further and provide any additional information or documentation that may be needed.

Thank you for your attention to my request.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Current Position/Designation]

[Your Current Department]