

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a relocation transfer to [New Location/Office] due to [reason for relocation, e.g., personal, family, or career growth].

Having served as [Your Job Title] in [Current Location] for [Duration] years, I believe that this transfer will not only support my personal circumstances but also enhance my contributions to the team in [New Location/Office].

I am eager to discuss this opportunity and the possibility of transitioning my responsibilities effectively. Please let me know a suitable time for us to meet and discuss my request further.

Thank you for considering my request. I look forward to your positive response.

Sincerely,  
[Your Name]