

[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],

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

I have thoroughly enjoyed my time at [current location] and have learned a great deal. I believe that transferring to [desired location] will not only benefit me personally but will also allow me to contribute effectively to our team in a new environment.

I am willing to assist with the transition process and ensure a smooth handover of my current responsibilities. I am confident that my skills and experience will be valuable to the [desired location] team.

Thank you for considering my request. I would appreciate the opportunity to discuss this matter further.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]