

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

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a relocation transfer to [desired location/department] due to [brief reason for transfer request, e.g., personal circumstances, family commitments, etc.].

I have been a part of [Current Department/Team] for [duration] and have greatly enjoyed my time here. I believe that a transfer to [desired location/department] will not only support my personal situation but also allow me to continue contributing to [Company Name] effectively.

I am committed to ensuring a smooth transition and am willing to assist in the handover of my current responsibilities. I would appreciate any consideration you can provide regarding my request and would be happy to discuss this matter further at your convenience.

Thank you for your attention to this matter. I look forward to your favorable response.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Employee ID (if applicable)]