

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

[Manager's Name]  
[Current Branch Name]  
[Current Branch Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I hope this letter finds you well. I am writing to formally request a transfer from my current position at [Current Branch Name] to [Target Branch Name].

I have enjoyed my time working here and have learned a great deal, but due to [brief reason for the transfer, e.g., personal circumstances, relocation, professional growth], I believe that a transfer would be in my best interest.

I am eager to continue my career within the company and contribute positively to the [Target Branch Name] team. I am confident that my experience and skills will transfer well to this new location.

I am happy to discuss this matter further and provide any additional information needed. Thank you for considering my request.

Sincerely,

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