

[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],

Subject: Request for Relocation Transfer

I hope this message finds you well. I am writing to formally request a transfer to the [Location/Department] due to [reason for relocation, e.g., personal circumstances, family obligations, etc.].

I have thoroughly enjoyed my time at [Current Location/Department] and have gained invaluable experience working under your supervision. I believe that relocating to [New Location] will allow me to continue contributing to the company while also fulfilling my personal commitments.

I am confident that my skills in [mention any relevant skills or experience] will be beneficial to the team in [New Location/Department]. I am willing to assist in the transition process to ensure a smooth handover.

I would appreciate the opportunity to discuss this request further. Thank you for considering my application for a transfer, and I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]