

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a transfer to the Zhengzhou branch of [Company/Organization Name].

Due to [briefly explain reason for transfer, e.g., personal circumstances, family relocation, career development], I believe that this move would be beneficial for both my personal growth and my contributions to the company.

I have enjoyed my time at [Current Location] and have learned a great deal. I am confident that my skills and experience will continue to be an asset in Zhengzhou, where I can further contribute to [specific goals or projects related to the Zhengzhou branch].

Please let me know if there are any necessary procedures or further documentation required for this transfer request. I appreciate your consideration and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

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