

Expedited Transfer Request

Date: [Insert Date]

To: [Appropriate Authority/Department]

From: [Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]

Subject: Expedited Transfer Request Due to Urgent Situation

Dear [Appropriate Authority/Department],

I am writing to formally request an expedited transfer from my current position in [Current Department/Location] to [Desired Department/Location] due to an urgent situation. [Briefly explain the situation that necessitates this transfer, emphasizing the urgency and any supporting details.]

I believe that this transfer is in the best interest of both myself and the organization, and I am committed to ensuring a smooth transition. I am available to discuss this matter at your earliest convenience.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]