

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Current Branch Name]

[Branch Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a transfer from [Current Branch Name] to [Target Branch Name]. Due to [briefly explain reason, e.g., personal circumstances, family relocation, etc.], I believe this transfer will be beneficial for both myself and the company.

I have greatly enjoyed my time at [Current Branch Name] and have learned a lot. However, I feel that a move to [Target Branch Name] would allow me to [explain any potential benefits, e.g., contribute to that branch, continue my professional development, etc.].

I am happy to discuss this matter further and am willing to assist in the transition process to make it as smooth as possible. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]