

Proposal for Branch Change

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company/Organization Name]

[Branch Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally propose a change of branch from [Current Branch Name] to [New Branch Name]. I believe this move aligns with my professional growth and the goals of our organization.

My reasons for this proposed change include:

- [Reason 1]
- [Reason 2]
- [Reason 3]

I am confident that my skills and experience will contribute positively to the [New Branch Name] team. I am eager to discuss this proposal further and explore any potential opportunities.

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

Sincerely,

[Your Name]