

# Branch Transition Request

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Branch Address]

Dear [Manager's Name],

I am writing to formally request a branch transition from my current location at [Current Branch Name] to [Desired Branch Name].

As you know, I have been working in my current position as [Your Position] for [Duration] and believe that transitioning to [Desired Branch Name] will offer me new challenges and opportunities to contribute to the company.

I kindly ask for your support in this matter and am open to discussing this further at your convenience. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]