

# Relocation Transfer Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally request a relocation transfer from my current position at [Current Location] to [Desired Location]. Due to [brief explanation of reasons--personal circumstances, family obligations, etc.], I believe this transfer would be beneficial for both my personal situation and my contributions to the company.

I have greatly enjoyed my time working at [Current Location] and appreciate the opportunities I have been given. I believe that the skills and experience I have gained can also be effectively utilized in [Desired Location].

I kindly ask for your consideration of my request for this transfer and am happy to discuss this matter further at your convenience.

Thank you for considering my application. I look forward to your positive response.

Warm regards,

[Your Name]

[Your Job Title]