

Transfer Agreement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a transfer agreement for [specific details of the transfer, e.g., "my employment position from the New York office to the Los Angeles office"]. Due to [brief explanation of the reason for the transfer, e.g., "personal circumstances" or "career advancement opportunities"], I believe this transfer will benefit both myself and [Company/Organization Name].

In accordance with my understanding of the company's policy regarding transfers, I am prepared to follow any necessary procedures to facilitate this transition. I would greatly appreciate your guidance and support in this process.

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

Sincerely,

[Your Name]