

From,  
Mark Dohner,  
Branch Manager,  
Explacia Technologies,  
Los Angeles

15th May 2019

To,  
Mr. George Wilson  
HR Head  
Explacia Technologies,  
Los Angeles

Subject: Transfer Request Letter

Respected Mr. Wilson,

I am writing this letter to request consideration for a transfer from Los Angeles department to Texas. I have been a part of the organization for five years now. Recently, my wife got transferred to Texas for her job due to which it's harder for me to keep a balance between personal and professional life. So, I would request you to please consider to transfer me to our branch in Texas.

Moreover, the branch of Texas is a new one and the presence of senior merchant would be beneficial. I have more than 8-year experience in merchant which I will use to bring the best results out there.

I hope you would understand my position and will consider my request for transfer. I am hoping to hear positive from you soon.

Thanking you,

Yours sincerely,

Mark Dohner