Date:

From:  
Name of the employer,  
Address of the company,

**Subject: Transfer request letter**

Respected (mention the name of the employer),

I am Miss Maria working as an assistant manager in the marketing department of the company. I have been working in the company for more than 5 years. My employment number is 34.

This letter is being written to formally ask you to transfer me to the other branch of the company located in (mention the address of the branch). Due to my job, I and my child are living in two different locations.  Due to this, I am unable to take care of my child. I think I should be with my child so that I can take better care of him. I am a single parent, and it is my responsibility to be with my son.

My child is in his teens, and I believe that in this phase of life, a child needs the attention and love of parents. Therefore, I am requesting you to transfer my job from this branch to the other branch. I am hopeful that you will consider my request. I am looking forward to a kind reply from your side.

Regards,

Name of the employee,  
Department name  
Designation in the company  
Signatures

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