Date:

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

**Subject: Transfer request letter**

Respected (mention the name of the employer),

I am writing this letter to make a formal request to transfer my job to the branch of the company located in (mention the location). I am requesting this favor because of the financial setbacks I am going through.

As you know, I am living alone here, and my family is living in another city. Living alone is very expensive and I find a very small amount of money left with me. I am the sole bread earner of my family and I have to shoulder lots of responsibilities. Because I am living here and spending 60% of my salary here on transportation, food, and accommodation, it has become very difficult for me to make ends meet. The current situation of the pandemic has also added insult to the injury.

I know that you can understand how it feels like having serious financial problems and I expect you to understand my situation. You can contact me anytime if you want to know anything else regarding my explanation. I am waiting for a kind response from you.

Regards,

Name of the employee,  
Department name  
Designation in the company

Signatures

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