**Request Letter for Transfer to Another Branch**

From,

Hilda Haynes

778-9383 Suspendisse Av.

Weirton IN 93479

(326) 677-3419

21-05-2016

To,

Adria Russell

414-7533 Non-Rd.

Miami Beach North Dakota 58563 Subject: (\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*) Hello Adria Russell,

I am working in this company for five years now and I have working in IPB project for two years in Whitefield Branch. Recently I have bought a house near Electronic City and therefore it has been quite difficult to travel every day from Electronic City to Whitefield, considering the traffic in Bangalore. I will request you to check if I can be transferred to our Electronic City Branch. It will be very helpful for me and I can concentrate more on my productivity.

I believe you can surely help me out in it. Thank you in advance. Sincerely,

(Your Signature)

Hilda Haynes