

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

