

Transfer Request Letter Due to Marriage

From,
Rahim Henderson
5037 Diam Rd.
Daly City Ohio 90255
(453) 391-4650

21-05-2016

To,
Bryar Pitts
5543 Aliquet St.
Fort Dodge GA 20783

Subject: (*****)

Dear Bryar Pitts,

I have four years of experience in this company as a Web Developer and has been working with dedication all through. Recently my marriage date is fixed and my future husband is located at Pune as his work location.

For this reason, I would like to seek transfer from this office and relocate to Pune location. Please consider my situation and grant me transfer by 12th of November.

Thank you.

Sincerely,
(Your Signature)
Rahim Henderson

