To Place:

The Manager, Date :

XYZ Company,

Company Address.

Sub: Request for Job Transfer due to My Parent’s Illness.

Dear Sir/Madam,

I am writing this to you to consider my job transfer request. For the last few days my father’s health is not in a good condition. And my family need my support during this situation.

Hence I am requesting you to please transfer me to our \_\_\_\_\_\_\_\_\_ branch nearer to my home town.

I hope you fulfil my request and I will be very grateful to you.

Thanking you.

Sincerely,

\_\_\_\_\_\_\_\_\_\_.