To Place:

The Manager, Date :

XYZ Company,

Company Address.

Sub: Job Transfer Request Due to Parent’s Health Problem

Dear Sir/Madam,

This is a kind request regarding my job transfer request due to my parent’s health issue. My mother has been sick for the last few days and my father also has some health problems.

I would like to stay nearer to my parents in this difficult situation. So I am requesting you to please transfer me to our \_\_\_\_\_\_\_\_\_\_ branch, which is nearer my home town.

I hope you understand my situation and consider my request in this regard.

Thanking you.

Sincerely,

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