Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

I have been working in the HR department at XYX Company, NY office for 5 years. However, due to my husband's new job in Chicago, I must relocate with my family next month. I request you to transfer me to your Chicago office if possible. I wish to continue working with XYZ and would highly appreciate your thoughtful consideration for my request.

Currently, I work as a receptionist. I am willing to take over any other suitable role available for me at our Chicago branch if the post of a receptionist is already filled. I would prefer to work in the HR department.

I eagerly look forward to your response.

Regards,  
[Your Name]