Date:

To

[The Recipient Name]  
[Designation]  
[Company Name]

Dear Mr. Mathew,

This letter is intended to make a request to you for transferring me, David Cooper, to our office in the ABC area.

My parents reside in the ABC area and suffer from many old age diseases. When I started this job in this company, I was in the ABC office. However, later, when I got promoted, I was transferred to the XYZ office. I am currently working as Marketing Manager at XYZ office.

Recently, my father’s condition has deteriorated, and my mother cannot look after him alone. Being the only child, I need to be around my parents at this age, especially, in this critical time when my father frequently needs to be taken to the emergency room.

I want to request you to transfer me to our ABC office, as it is becoming hard for me to manage everything from a distance. I understand that the transfer is dependent on the available vacancy there, but unfortunately, if I do not get transferred, I would have to resign, as I cannot leave my parents alone.

I hope you would understand my situation and process my request on an urgent basis. I have a strong connection with our company, and I do not want to leave it.

Looking forward to a positive response from your side. Thank you.

Regards,

David Cooper.