**Date: [DATE]**

**To**

**[The Recipient Name]  
[Designation -ABC Company]**

Dear Boss,

This is your loyal employee Mark Zuckerburg from the HR department writing to discuss a grave concern which has begun to impact adversely on my work. I have been working in this department for about 3-years now and during this long period, there has never been a day I did not dedicate my enthusiasm and energy to the work I am assigned.

Under my supervision and leadership, my team has executed many successful projects and lured many new clients turning them into our permanent partners. My colleagues and team members speak highly of my work morale. Moreover, the awards I have won over these years are evidence of my professionalism.

Nevertheless, I wanted to expand my skills and acquire new ones with a higher demand within this company. Therefore, I enrolled in a continued education program at the University of London. My classes are for three days a week for which I have to travel to London.

At first, what started as an adventure is now turning into a serious business that demands dedication. It has become almost impossible for me to keep both my job and education, at a regular pace. Completing this program is quite inevitable for me as I need this to get promoted to a higher designation in this company and it will only result in the growth of our business.

Therefore, I would like to request a transfer to our London branch so I could continue with my education and work.

Sincerely,

Mark Zuckerburg

Regards

[Your Name]  
[Designation -Company Name]