## **Urgent Transfer Request Letter**

Dear [Manager Name],

Due to urgent personal circumstances, I request an immediate transfer from [Current Location] to [Desired Location]. I understand the challenges this may present and am committed to assisting in a

seamless transition.

I would greatly appreciate your prompt consideration and approval of this request.

Thank you for your understanding.

Sincerely,

[Your Name]

[Position]

[Company Name]

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