

# Personal Reason Transfer Request Letter

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Sanya Kapoor  
Team Lead  
Customer Support Department  
sanyakapoor@email.com

January 7, 2025

Amit Mehra  
HR Manager  
XYZ Technologies

Subject: Request for Transfer Due to Personal Reasons

Dear Mr. Mehra,

I hope you are doing well. I am writing to formally request a transfer from my current position in the Customer Support Department to a position located closer to my home. Due to personal reasons, I am facing difficulties with my current commuting arrangements, and I believe that a transfer would enable me to continue my professional responsibilities while also managing my personal commitments more effectively.

I have thoroughly enjoyed working at XYZ Technologies and am grateful for the opportunities I have had in this role. However, the current situation has made it increasingly challenging for me to maintain a balance between work and personal life. A transfer to a nearby office or a position with more flexible working conditions would allow me to fulfill both my personal and professional obligations.

I would greatly appreciate your consideration of my request and am happy to discuss any available options. Please let me know if you require any additional information or if I need to take any further steps to facilitate this transfer.

Thank you for your understanding and support. I look forward to your response.

Sincerely,

Sanya Kapoor