

# Transfer Request Letter due to Child Care

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Neha Verma  
Customer Service Representative  
Customer Service Department  
nehaverma@email.com

January 7, 2025

Manoj Kumar  
HR Manager  
ABC Enterprises

Subject: Request for Transfer Due to Child Care

Dear Mr. Kumar,

I hope you are doing well. I am writing to request a transfer from my current position in the Customer Service Department to a position with flexible working hours or a location closer to my home. This request comes as a result of my current responsibilities as a caregiver to my young child. Balancing work and childcare has become increasingly challenging, and a transfer to a position with more flexibility would help me continue my professional growth while managing my family responsibilities.

I have enjoyed my role at ABC Enterprises and am committed to contributing to the company's success. I am confident that with a transfer to a role that allows more work-life balance, I can continue to perform my duties efficiently while also meeting the needs of my child.

If possible, I would appreciate the opportunity to discuss this further and explore any available positions that could accommodate my situation. I am happy to provide any additional information or documentation if necessary.

Thank you for considering my request. I look forward to your understanding and positive response.

Sincerely,

Neha Verma