

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Request to be Relocated

Dear :

I will be moving on Date because {spouse, education, health, family,etc}. I am requesting that my position of {position} be transferred to the {location} store.

Thank you for your cooperation in this matter. If you have any questions, please do not hesitate to contact me regarding this relocation.

Sincerely,

N A M E