Kothagudem Collieries,

To Date: / /2019.

The General Manager,

S. C. Company Limited,

KOTHAGUDEM.

Respected Sir,

(THROUGH PROPER CHANNEL)

Sub: - Request transfer from PVK- 5 incline Kothagudem Area to yellandu Area - Regarding.

-: oOo:-

I, the undersigned bring the following few lines for your kind consideration and favourable orders please.

I, **Mosam Raj Kumar, Badli Worker, Emp. Code No. 312627** working at **PVK 5 Incline, Kothagudem Area** to the entire satisfaction to my superiors and there is no any adverse remarks. My native place is Yellandu. My Old aged parents & my family members are residing at yellandu. My Old aged parents were suffering with ill-health problems and they need my presence to look after their welfare and treatment. I am the only person to look after their Welfare and needs. My Old aged parent were not feeling well and they give me lot of troubles. In this connection, I am residing at yellandu, Due to above reasons I am attending my duties from yellandu Area to Kothagudem Area Up & Down and not feeling well.

Therefore, I request you to kindly consider my case in humanitarian grounds and arrange to transfer me from PVK- 5 Incline, Kothagudem Area to Yellandu Area, for your Kind consideration I shall be ever thankful to you.

Thanking you sir,

Yours faithfully,

**(Mosam Raj Kumar)**

Emp. Code: **312627**,

Badli Worker,

PVK- 5 Incline, Kothagudem Area,

Cell no: 8688660431.