

[Your Name]
[Your Rank]
[Your Unit/Division]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Rank]
[Recipient Unit/Division]
[Recipient Address]
[City, State, Zip Code]

Subject: Request for Transfer

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a transfer from my current position at [Current Unit/Division] to [Desired Unit/Division].

As a dedicated member of the armed forces, I have enjoyed my time serving in [Current Unit/Division] and have learned invaluable skills that I believe will benefit [Desired Unit/Division]. The reasons for my request are as follows:

1. [Reason 1 - e.g., family obligations, personal development, etc.]
2. [Reason 2 - e.g., career advancement opportunities, specialized training, etc.]
3. [Reason 3 - e.g., desire to serve in a different environment, health considerations, etc.]

I am confident that my experience and commitment to service will allow me to contribute effectively to [Desired Unit/Division]. I am willing to comply with any requirements necessary to facilitate this transfer. Thank you for considering my request. I look forward to your positive response and am happy to provide any further information if needed.

Sincerely,

[Your Name]
[Your Rank]
[Your Service Number]