

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],
Subject: Transfer Request

I hope this message finds you well. I am writing to formally request a transfer from my current position as [Your Current Position] in the [Current Department/Location] to [Desired Position or Department] in [Desired Location], effective [Requested Transfer Date].

[Optional: Briefly explain your reasons for the transfer, such as personal, professional growth, or relocation.]

I have greatly enjoyed my time at [Current Department/Location] and am proud of what I have contributed during my tenure. [Mention any relevant skills or experiences that would be beneficial for the desired position.]

I believe that this transfer aligns with my career goals and will allow me to contribute even more effectively to [Company/Organization Name].

Thank you for considering my request. I am available to discuss this matter further and would appreciate any guidance on the transfer process.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Current Position]