

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

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a transfer from my current position as [Your Current Position] at [Current Location/Department] to [Desired Position/Department] at [Target Location/Department].

[Briefly explain your reason for the transfer, including any relevant details about your experiences or skills related to the new position.]

I believe that this transfer aligns with my career goals and will allow me to contribute even more effectively to the organization. I am excited about the opportunities that [Target Location/Department] presents and am eager to bring my skills in [mention relevant skills/experiences] to the team.

I would appreciate your consideration of my transfer request. Please let me know if you require any additional information or would like to discuss this further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Current Location/Department]