

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

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a transfer from my current position as
[Your Job Title] in [Current Department] to [Desired Position/Department]
effective [Proposed Transfer Date].

I believe this move aligns with my career goals and will allow me to
contribute more effectively to the company.

Thank you for considering my request. I look forward to your positive
response.

Sincerely,
[Your Name]