

[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: Request for Transfer

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

[Briefly explain the reason for your transfer request, e.g., personal reasons, career advancement, etc.]

I believe that this transfer will also benefit the company by [mention any potential benefits to the company].

I appreciate your consideration of my request and am looking forward to discussing this matter with you further.

Thank you for your time.

Sincerely,

[Your Name]
[Your Job Title]