

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

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

Dear [Recipient Name],

I am writing to formally request a transfer from my current position as [Your Current Position] in the [Current Department/Location] to the position of [Desired Position] in the [Desired Department/Location].

I have enjoyed working at [Company Name] and am grateful for the opportunities for personal and professional growth. However, I believe that this transfer aligns with my career goals and allows me to further contribute to the company in a more impactful way.

I appreciate your consideration of my request, and I am happy to discuss this matter further at your convenience.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]