

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

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

Dear [Recipient's Name],

Subject: Request for Transfer

I hope this letter finds you well. I am writing to formally request a transfer from my current position as [Your Current Position] in the [Current Department] to a position in the [Desired Department] due to [brief reason for the transfer, e.g., personal reasons, career growth, etc.].

I have enjoyed my time working with [Company/Organization Name] and appreciate the opportunities I have been given. I believe that a transfer to [Desired Department] would allow me to [mention how it benefits your career and the company].

I kindly ask for your consideration of my request and would be grateful for the opportunity to discuss this further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]