

[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 hope this message finds you well. I am writing to formally request a transfer from my current position in [Current Department] to [Desired Department] within [Company's Name].

I have greatly enjoyed my time in [Current Department] and have learned a lot, particularly [mention any relevant skills or experiences]. However, I believe that transferring to [Desired Department] would allow me to further develop my skills and contribute to the company in new ways. I am excited about the opportunity to take on [describe any specific roles or responsibilities in the new department] and believe that my experience in [Current Department] will bring valuable insights to the team.

I would appreciate your consideration of my request and would love the opportunity to discuss this further. Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Job Title]