

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a transfer from my current position as [Your Current Position] in [Current Department] to [Desired Position] in [Desired Department or Location]. [In this paragraph, briefly explain the reason for your transfer request. You may want to include personal or professional growth, relocation, or any other relevant reasons.]

I believe this transfer will not only benefit my career development but also contribute positively to [Company/Organization Name]. I am enthusiastic about the opportunity to further utilize my skills and collaborate with the team at [Desired Department or Location]. Thank you for considering my request. I am happy to discuss this matter further and provide any additional information you may need.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Department]