

[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: Transfer Request

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

I have enjoyed my time at [Current Department/Location] and have learned a great deal. However, I believe that transferring to [Desired Department/Location] aligns better with my career goals and will provide me with new challenges and opportunities.

I am committed to ensuring a smooth transition and am happy to assist in training my replacement or providing any needed support during the process.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]
[Your Employee ID (if applicable)]