

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

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

Dear [Recipient's Name],

Subject: Request for Transfer

I am writing to formally request a transfer from my current position as [Your Current Position] in the [Current Department/Location] to the [Desired Position/Department/Location]. This request is based on [briefly state your reasons for the transfer, e.g., personal circumstances, career growth, etc.].

I have been with [Company/Organization Name] since [Date of Employment] and have enjoyed my role in [mention any notable achievements or contributions]. I believe that transitioning to [Desired Position/Department/Location] would not only align with my career goals but also allow me to contribute more effectively to the organization.

I am more than willing to assist in the transition process to ensure a smooth handover of my current responsibilities. I appreciate your consideration of my request and look forward to discussing this matter further.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Current Job Title]