

[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],

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 working with my current team and have gained invaluable experience; however, I believe that transferring to [Desired Department/Location] will allow me to [reason for transfer, e.g., further develop my skills, work on new challenges, etc.].

I have taken the time to consider this decision and believe it aligns with my career goals and personal interests. I am excited about the opportunity to contribute to [Desired Department/Location] and am confident that my skills in [specific skills or experiences relevant to the new position] would make a positive impact.

Please let me know if there are any formal procedures I should follow or if we could discuss this matter further at your convenience. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]