

[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 am writing to formally request a transfer from my current position as [Your Current Job Title] in [Current Department/Location] to [Desired Department/Location].

I have thoroughly enjoyed my time at [Company's Name] and believe that this transfer aligns better with my career goals and will allow me to contribute more effectively to the organization.

[Insert a brief explanation of your reasons for the transfer and any relevant experience or skills that make you a suitable candidate for the new position.]

I would be grateful for the opportunity to discuss this transfer request further and explore the possibilities with you. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]