

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a transfer for promotion to [Position Title] within [Department/Team] effective [Desired Transfer Date]. I have greatly enjoyed my time as [Current Position Title] and believe that my skills and accomplishments make me a strong candidate for this new role. During my tenure at [Company Name], I have [briefly mention your achievements, contributions, and any relevant experiences that demonstrate your readiness for the new role]. I am passionate about continuing to contribute to our team and am eager to take on new challenges.

I would appreciate the opportunity to discuss this request further and to outline how I can continue to bring value to [Company Name] in the [new position]. Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]