

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

[Recipient Name]
[Recipient Title]
[Unit/Organization Name]
[Base/Command Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Transfer to [New Location/Unit]

I hope this letter finds you well. I am writing to formally request a transfer from my current assignment at [Current Unit/Location] to [Desired Unit/Location].

As a member of the United States Marine Corps, I have been dedicated to serving my country and fulfilling my duties to the best of my ability. My time at [Current Unit/Location] has been invaluable, but I believe that a transfer to [Desired Unit/Location] would provide me with [reasons for transfer, e.g., opportunities for growth, personal circumstances, etc.]. I am confident that my skills and experience, particularly in [specific skills or experiences related to the desired unit], will allow me to contribute effectively to [Desired Unit/Location]. I am eager to continue my service and support the mission of our beloved Corps in a new capacity.

Thank you for considering my request. I am looking forward to your favorable response. Please let me know if you require any additional information or documentation to facilitate this transfer.

Sincerely,

[Your Name]
[Your Rank/Title]
[Your Current Unit]
[Your Service Number] (if applicable)