

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

[Recipient's Name]
[Recipient's Title]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: JTA Transfer Request

I hope this letter finds you well. I am writing to formally request a transfer under the Joint Trade Agreement (JTA) due to [briefly explain your reason for the transfer, e.g., personal circumstances, relocation, etc.].

Currently, I am positioned at [your current location/department] and have enjoyed my experience there. However, I believe that transferring to [desired location/department] would be more suitable for my current situation and career growth.

I have attached all necessary documentation to support my request, including [list any attached documents, if applicable]. I am confident that this transfer aligns with the objectives of our organization and will continue to foster my professional development.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Department]