

[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 Position] in [Current Department/Location] to the [Desired Position] in [Desired Department/Location]. I have greatly enjoyed my time at [Company's Name] and have learned a lot during my tenure here, but I believe that this transfer aligns better with my career goals and will allow me to contribute even more effectively to the organization. [Briefly explain your reasons for wanting the transfer, such as personal circumstances, career development, or specific interests related to the new position.]

I kindly ask for your support in this transfer request and am more than willing to discuss this matter further at your convenience. Thank you for considering my application.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]