

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a transfer to [specific location or department] in Klamath Falls due to [briefly explain reason for transfer]. I believe this move will not only benefit my career but also align with my personal and professional goals.

Throughout my time at [Current Location/Organization], I have gained valuable experience in [mention relevant skills or experiences], and I am excited about the possibility of bringing my expertise to [New Location/Organization].

Please let me know if you need any further information or documentation to facilitate this transfer. I am looking forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]
[Current Organization]