

[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 hope this message finds you well. I am writing to formally request a transfer from my current position as [Your Current Position] in the [Current Department] to the [Target Department] as [Desired Position] due to [brief reason for transfer, e.g., career growth, personal reasons, etc.].

During my time at [Company's Name], I have deeply appreciated the opportunities for growth and collaboration within our team. I believe that transitioning to [Target Department] aligns with my career goals and would enable me to contribute even more to our company.

I have gained valuable skills and experience in [mention relevant skills/experiences] that I believe will benefit the [Target Department]. I am eager to bring my expertise in [specific skills or projects] to contribute to the goals of the team.

I am more than willing to discuss this transfer in more detail and am open to any suggestions that you may have regarding the process. Thank you for considering my request.

Warm regards,

[Your Name]
[Your Current Position]