

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

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

Dear [Recipient Name],

Subject: Request for Transfer of Occupational English Test (OET) Results

I hope this letter finds you well. I am writing to formally request the transfer of my Occupational English Test (OET) results to [Name of the Receiving Organization/Institution].

I completed my OET for Nurses on [Test Date], and my results were released on [Results Release Date]. My candidate details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Candidate Number: [Your Candidate Number]

The results were sent to my current institution, [Name of Current Institution], but I wish to have them transferred to your organization for the purpose of [reason for transfer, e.g., job application, further studies, registration].

Please find attached copies of my OET results along with any required documentation for your review. I would appreciate your assistance with this transfer at your earliest convenience.

Thank you for your attention to this matter. Should you require any further information, please do not hesitate to contact me.

Sincerely,

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