

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

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

Dear [Recipient Name],

Subject: Request for Transfer - OET Completion

I hope this letter finds you well. I am writing to formally request a transfer due to my recent completion of the Occupational English Test (OET) required for my nursing practice.

I have successfully achieved the necessary scores to meet the language proficiency requirements, and I am eager to relocate to [New Location] to pursue my nursing career further.

[Briefly explain your current situation, including your role, experience, and reason for the transfer.]

I am particularly interested in continuing my career at [New Institution/Organization] as I believe my skills and dedication can contribute positively to your team.

Enclosed are my OET results and relevant documentation for your review. I look forward to discussing the potential for my transfer and am available at your earliest convenience for a meeting or call.

Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Current Position/Title]
[Your Current Institution/Organization]