

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Transfer Request for OET Registration

I am writing to formally request the transfer of my Occupational English Test (OET) registration from [Current Test Center Name] to [Desired Test Center Name]. I am currently registered for the OET on [Current Test Date], and due to [brief explanation of your reason for transfer, e.g., relocation, personal reasons], I am unable to attend at the original location.

My details are as follows:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Candidate Number: [Your Candidate Number]
- Current Test Center: [Current Test Center Name]
- Proposed Test Center: [Desired Test Center Name]

I appreciate your understanding and assistance in facilitating this transfer. Please let me know if you require any further information or documentation from my side to process this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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