

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

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

Dear [Recipient Name],
Subject: OET Transfer Request

I hope this letter finds you well. I am writing to formally request a transfer of my Occupational English Test (OET) results, which is essential for my nursing registration.

I have recently completed the OET on [Test Date] and achieved the required scores in all four components. My OET candidate number is [Candidate Number].

I kindly request you to transfer my results to [Receiving Institution/Organization Name], which is necessary for my application process.

Please let me know if there are any forms or additional information required to facilitate this transfer. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Registration Number (if applicable)]