

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

Dear [Recipient's Name],

Subject: Request for Transfer based on OET Results

I hope this letter finds you well. I am writing to formally request a transfer due to my recent Occupational English Test (OET) results.

I recently completed my OET on [Date of OET], and I am pleased to inform you that I achieved the scores required for nursing practice. My scores were as follows:

- Listening: [Score]
- Reading: [Score]
- Writing: [Score]
- Speaking: [Score]

In light of these results, I believe that transferring to [Desired Location/Institution] will allow me to further my career in nursing while contributing positively to the [Specific Department/Team] at your esteemed organization.

I have attached my OET results, along with other required documentation for your review.

Thank you for considering my request. I am eager to discuss this matter further and explore the next steps.

Sincerely,

[Your Name]

[Your Nursing Registration/License Number] (if applicable)

[Your Current Position/Title]