

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

[Recipient's Name]
[Recipient's Position]
[Healthcare Organization's Name]
[Organization's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for Transfer - [Your Current Position]

I hope this letter finds you in good health and spirits. My name is [Your Name] and I am currently employed as a [Your Current Position] at [Current Department/Unit] in [Current Healthcare Organization]. I am writing to formally request a transfer to [Desired Department/Unit] due to [briefly explain reason, e.g., personal circumstances, career advancement, etc.].

During my time at [Current Organization], I have [mention relevant experiences or accomplishments], which I believe will be valuable in [Desired Department/Unit]. I am eager to contribute to the team and continue providing high-quality care to our patients.

I kindly ask for your support and guidance in facilitating this transfer process. I am available to discuss this matter at your earliest convenience.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Current Position]
[Current Department/Unit]
[Current Healthcare Organization]