

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

Dear [Recipient's Name],

Subject: Transfer Request for OET Registration

I hope this message finds you well. I am writing to formally request the transfer of my OET (Occupational English Test) registration. I am an international nurse seeking to further my career in [desired country or state], and I believe that transferring my registration will facilitate this process.

My details are as follows:

- Full Name: [Your Full Name]
- OET Registration Number: [Your Registration Number]
- Date of Birth: [Your Date of Birth]
- Current Registration Location: [Current Location]

I kindly ask for your assistance in initiating the transfer process and would appreciate any guidance about necessary steps or documents required.

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

Sincerely,

[Your Signature (if sending by post)]
[Your Printed Name]
[Your Professional Title/Qualification]