

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

Dear [Recipient Name],

Subject: Request for Transfer - OET Preparation

I am writing to formally request a transfer regarding my Occupational English Test (OET) preparation for the nursing profession. Due to [briefly explain reason for transfer, e.g., personal circumstances, relocation, etc.], I am unable to continue my current course at [Current Institution/Organization Name].

I would like to transfer my enrollment to [New Institution/Organization Name] where I believe I can continue to receive quality training and support in preparing for the OET. I have attached all necessary documentation, including my current enrollment details and reasons for relocation.

I appreciate your understanding and support regarding this matter. Please let me know if any further information is required.

Thank you for considering my request.

Sincerely,

[Your Signature (optional if sending by email)]

[Your Name]

[Your Registration/Student Number] (if applicable)