

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

Dear [Recipient Name],

Subject: Request for Transfer of OET Results

I hope this letter finds you well. I am writing to formally request the transfer of my Occupational English Test (OET) results as I am planning to relocate for a nursing position.

My details are as follows:

- Full Name: [Your Full Name]
- OET Candidate Number: [Your Candidate Number]
- Test Date: [Date of OET Examination]
- Nursing Qualification: [Your Nursing Qualification]
- Current Healthcare Facility: [Your Current Facility Name]

I am relocating to [New Location] for [specific reason, e.g., accepting a new position, personal reasons, etc.]. I kindly request that my OET results be transferred to [New Healthcare Facility/Institution Name] to support my application process.

Please let me know if any further information is required or if there are specific forms I need to complete. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Nursing Registration Number, if applicable]