

[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 of Occupational English Test (OET) Results

I am writing to formally request the transfer of my Occupational English Test (OET) results to [Specify the institution or organization name].

I completed the OET for Nurses on [Date of OET Examination] and achieved the following scores:

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

I have attached the necessary documentation, including a copy of my results and identification.

I kindly ask that you process this transfer as soon as possible to facilitate my application for [Specify purpose, e.g., nursing registration, job application].

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Registration Number if applicable]