

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

Dear [Recipient Name],

Subject: Request for Transfer of OET Results

I hope this message finds you well. I am writing to formally request the transfer of my Occupational English Test (OET) results to [Hospital/Organization Name] as part of my application for the nursing position.

I completed the OET for Nursing on [Date of Examination] and achieved the following grades:

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

With this transfer, I aim to demonstrate my English language proficiency and commitment to providing high-quality care as a registered nurse in your esteemed organization.

Please find attached the necessary documents to facilitate the transfer process. Should you require any further information or documentation, feel free to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Professional Title]