

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]  
[Recipient's Name]  
[Title]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Transfer of OET Registration

I hope this letter finds you well. I am writing to formally request the transfer of my Occupational English Test (OET) registration from [Current Test Center/Location] to [Desired Test Center/Location].

I have been registered for the OET on [Original Test Date] but due to [Reason for Transfer - e.g., change of address, personal circumstances], I find it necessary to change my test center.

My details are as follows:

- OET Candidate Number: [Your Candidate Number]
- Current Test Center: [Current Test Center Name]
- Desired Test Center: [Desired Test Center Name]

I would be grateful if you could assist me in this transfer process. Please let me know if there are any forms or additional information required to facilitate this request.

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

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]