

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

[Recipient's Name]
[Recipient's Position]
[Organization/Institution Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Transfer - OET Examination

I hope this message finds you well. I am writing to formally request a transfer for my Occupational English Test (OET) examination originally scheduled for [original date] at [original venue]. Unfortunately, due to [brief reason for transfer, e.g., unforeseen circumstances, scheduling conflict], I am unable to attend on that date.

I would like to request a transfer to the upcoming OET examination on [desired date] at [desired venue]. I understand the policies regarding transfer requests, and I assure you that I will adhere to all required procedures.

Please let me know the next steps I should take to facilitate this transfer. I appreciate your assistance and understanding in this matter. Thank you for your attention to my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your OET Registration Number] (if applicable)