

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

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

Dear [Recipient's Name],

Subject: Request for Transfer of OET Scores

I hope this letter finds you well. I am writing to formally request the transfer of my Occupational English Test (OET) results to [New Institution/Organization's Name] as I pursue my nursing career.

I completed my OET on [Date of OET] and achieved the following scores:

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

My OET Candidate Number is [Candidate Number]. I kindly ask that my results be sent to [New Institution/Organization's Name] at the following address:

[New Institution/Organization's Address]

In support of my request, I have included:

1. A copy of my OET results
2. A completed transfer form (if applicable)
3. Any additional documentation required

Thank you for considering my request. I appreciate your assistance and look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your OET Candidate Number]