

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

[Recipient's Name]
[Recipient's Title]
[Licensing Board/Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Transfer of OET Results for Nursing Licensure

I hope this letter finds you well. I am writing to formally request the transfer of my Occupational English Test (OET) results to [Licensing Board/Organization Name] as part of my application for nursing licensure. My personal details are as follows:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- OET Candidate Number: [Your Candidate Number]
- Examination Date: [Date of Examination]

I have attached a copy of my OET results showing that I have achieved the required scores as per your guidelines. I believe my proficiency in English will uphold the standards expected in the nursing profession and assist me in providing excellent care to my future patients.

Please let me know if there are any additional forms or fees required to complete this process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Attachments: Copy of OET Results, Application Form (if applicable)]