

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

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

Dear [Recipient Name],

Subject: Request for Transfer of OET Results

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

My details are as follows:

- Full Name: [Your Full Name]
- OET Registration Number: [Your Registration Number]
- Date of Birth: [Your Date of Birth]
- Date of OET Examination: [Date of Examination]
- Contact Information: [Your Contact Information]

I kindly request that my results be sent to [Recipient's Institution/Organization Name] at your earliest convenience, as they are essential for my application process. Please find attached any necessary documentation to support this request.

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

Best regards,

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