

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

[Recipient's Name]  
[Recipient's Job Title]  
[Hospital/Organization Name]  
[Hospital/Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],  
Subject: Transfer Request

I hope this message finds you well. I am writing to formally request a transfer from my current position as a clinical nurse in [Department/Unit] to [Desired Department/Unit] at [Hospital/Organization Name].

I have been part of [Current Department] for [duration], where I have gained valuable experience in [mention specific skills or experiences]. However, I am keen to further develop my skills in [Desired Department/Unit] and believe that this transfer aligns with my professional goals.

I am eager to contribute to [specific goals of the new department/unit] and am confident that my background in [specific experiences related to the new department/unit] will be beneficial.

Thank you for considering my request. I am looking forward to the opportunity to discuss this further.

Sincerely,

[Your Name]  
[Your Job Title]  
[Current Department/Unit]  
[Hospital/Organization Name]