

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

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

Dear [Recipient's Name],

Subject: Transfer Application for OET

I am writing to formally request a transfer of my Occupational English Test (OET) registration to a different date/location. My candidate details are as follows:

- Candidate Name: [Your Name]
- Candidate ID: [Your Candidate ID]
- Current Test Date: [Current Test Date]
- Desired Test Date: [Desired Test Date]
- Reason for Transfer: [Brief explanation of the reason, e.g., personal circumstances, conflict, etc.]

I understand the policies regarding transfers and am willing to comply with any necessary procedures. I appreciate your support and assistance in this matter.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]