

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Hospital/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a transfer to [desired department or location] within [hospital/organization name]. Having worked as [your current position] in [current department] for [duration of time], I have developed a strong foundation in nursing and am eager to expand my skills and contributions in [desired department or location].

During my time at [hospital/organization name], I have had the privilege of working alongside dedicated professionals and have been involved in [briefly describe key responsibilities and accomplishments]. I believe that my experience in [mention specific skills relevant to the new role] will allow me to make a meaningful impact in [desired department].

I am particularly drawn to [mention specific aspects of the new department or organization that appeal to you], and I am excited about the opportunity to further develop my career in this area.

Thank you for considering my request. I look forward to discussing this potential transfer in more detail and am happy to provide any further information needed.

Sincerely,

[Your Name]
[Your Current Job Title]
[Your Current Department]