

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

[Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a transfer from my current position as [Your Current Position] in the [Current Department] to the [New Department/Position] based in [Location], effective [Desired Transfer Date].

Over the past [Duration at Current Job], I have greatly enjoyed my time at [Company's Name] and have developed valuable skills that I believe will be beneficial in the new role. I am eager to take on new challenges and contribute to [New Department/Team's Goals].

I appreciate your consideration of my request and I would be happy to discuss this further at your earliest convenience.

Thank you for your support.

Sincerely,

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