

[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 am writing to formally request a transfer from my current position as a QA Tester in [Current Department/Team] to [Desired Department/Team] within [Company's Name]. I have greatly enjoyed my time working with our team and believe that this transfer would enable me to further develop my skills and contribute to the company's goals.

Over the course of my time in my current role, I have gained valuable experience in [specific skills or projects]. I am particularly interested in the opportunities available in [Desired Department/Team] because [reason for interest]. I believe that my background in [relevant experience or skills] would allow me to make a meaningful contribution to your team.

I am happy to discuss this request further and am open to any conditions that may apply to facilitate this transfer. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]