

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

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

Dear [Recipient's Name],

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

[Briefly explain your reasons for the transfer. You can mention personal, career growth, or other relevant reasons.]

I believe that my skills in [mention relevant skills/experience] would be a valuable addition to the [Desired Department/Location]. I am eager to contribute positively and continue my professional development within [Company/Organization Name].

I would appreciate the opportunity to discuss this request further. Thank you for considering my transfer.

Sincerely,  
[Your Name]  
[Your Job Title]