

[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 Job Title] in the [Current Department] to the [Target Department] within [Company's Name]. The reason for my request is [briefly explain your reason for the transfer, e.g., personal circumstances, career growth, etc.]. I believe that this transfer will not only benefit my professional development but also align with the company's goals and objectives.

I have enjoyed working with my team and have gained valuable experience during my time in the [Current Department]. I am confident that my skills in [mention relevant skills or experience] will contribute positively to the [Target Department].

I kindly ask for your consideration of my request and would be happy to discuss this further at your convenience. Thank you for taking the time to review my request.

Sincerely,

[Your Name]  
[Your Job Title]  
[Employee ID (if applicable)]