

[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 [Current Department] to [Desired Position] in [Desired Department].

I have greatly enjoyed my time working at [Company's Name] and have learned a lot in my role. However, I believe that a transfer to [Desired Department/Position] would better align with my career goals and allow me to contribute more effectively to the company.

I am particularly interested in [mention any specific reason related to the new position or department]. I am confident that my skills and experiences, particularly [mention relevant skills or experiences], will be beneficial in this new role.

I appreciate your consideration of my request and would be happy to discuss this further at your convenience. Thank you for your understanding and support.

Sincerely,

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