

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company 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 [Position/Department you wish to transfer to] within [Company Name].

I have greatly enjoyed my time with [Current Department] and have learned a lot. However, I believe that transferring to [New Position/Department] aligns more closely with my career goals and skill set. [Briefly explain why you want to transfer and how it relates to your career development.]

I am confident that my experience in [mention relevant experience or skills] will allow me to contribute positively to [New Department/Position]. Additionally, I am excited about the opportunity to [mention any specific reasons related to the new department or position]. I would be grateful if we could discuss this transfer further and explore the possibilities of making it happen. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]