

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

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

Dear [Recipient Name],

I am writing to formally request a transfer from my current position as [Your Current Position] in [Current Department] to [Desired Position/Department] at [Desired Location/Department], effective [Desired Transfer Date].

I have enjoyed my time at [Current Department/Company] and appreciate the opportunities I have been given. However, I believe that this transfer would provide me with a chance to further develop my skills and contribute more effectively to the organization.

I have listed some of my qualifications that I believe align with the needs of the [Desired Position/Department]:

- [Qualification/Experience 1]
- [Qualification/Experience 2]
- [Qualification/Experience 3]

I am excited about the possibility of taking on new challenges and responsibilities, and I am confident that my experience can benefit the [Desired Department/Company].

Thank you for considering my request. I look forward to discussing this further.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]