

[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 am writing to formally request a transfer from my current position as [Your Current Position] in the [Current Department] to the [New Department] as [New Position] at [Company Name]. I believe that this transfer aligns with my career goals and will allow me to contribute more effectively to the organization.

During my time in the [Current Department], I have [briefly describe your contributions and achievements]. I have gained valuable experience and skills that I believe will be beneficial in the [New Department]. I am excited about the opportunity to work with [New Department] because [mention reasons for your interest in the new position/department].

I am confident that this transfer will not only facilitate my professional growth but also enhance the overall performance of the [New Department]. I would appreciate your consideration of my request and would be happy to discuss this further at your convenience.

Thank you for your time and support.

Sincerely,

[Your Name]
[Your Current Job Title]