

[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 to [desired location/team/department] within [Company's Name] due to personal reasons that require my attention.

I have greatly appreciated my time in [current position/department] and the support from the team. However, I believe that a transfer would allow me to better manage my personal circumstances while continuing to contribute to our organization.

I am committed to ensuring a smooth transition and would be happy to assist in training a replacement or completing any outstanding projects before my transfer. I am hopeful that my request can be accommodated and would appreciate any guidance you can provide regarding the next steps in the process.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]  
[Your Position]