

[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 Job Title] in the [Current Department] to the [Desired Department] in the role of [Desired Job Title], effective [Desired Transfer Date].

I have greatly enjoyed my time in [Current Department] and have learned a lot during my tenure here. However, I believe that transferring to [Desired Department] will better align with my professional goals and allow me to contribute more effectively to the company.

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

Sincerely,  
[Your Name]