

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

[Recipient's Name]
[Recipient's Position]
[KTTC Address]
[City, State, Zip Code]

Dear [Recipient's Name],
Subject: Transfer Request

I hope this letter finds you well.

I am writing to formally request a transfer from my current position as [Your Current Position] at [Current Location] to [Desired Location/Position] due to [brief explanation of the reason for the transfer].

I have enjoyed my time at [Current Location] and have gained valuable experience; however, [elaborate briefly on the reason for the transfer, such as personal circumstances or professional growth opportunities]. I believe that this transfer would not only benefit my personal situation but also contribute positively to [a specific aspect of the company or team].

I appreciate your consideration of my request and would be happy to discuss this matter further. Thank you for your attention to this request.

Sincerely,

[Your Name]
[Your Job Title]
[Your Employee ID (if applicable)]