

[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],
Subject: Transfer Request

I am writing to formally request a transfer to the [specific department or position] in Zhengzhou. I believe this transfer will not only align with my professional goals but also benefit our organization by [brief explanation of how the transfer would be beneficial].

I have greatly appreciated my time in [current location or department], where I have gained valuable experience in [mention relevant skills or experiences]. I am excited about the opportunity to bring my expertise to the team in Zhengzhou, especially in addressing [specific challenges or projects relevant to the new location].

I am happy to discuss this further at your convenience and can be reached at [your phone number] or [your email address]. Thank you for considering my request.

Sincerely,
[Your Name]
[Your Job Title]
[Your Department]