

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

[Recipient Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for Transfer

I hope this message finds you well. I am writing to formally request a transfer from my current position as [Your Current Position] in [Current Department/Location] to [Desired Department/Location].

[Explain your reason for the transfer, e.g., personal circumstances, career growth, etc. Provide any relevant details that may support your request.]

I believe that this transfer will not only benefit my personal development but also contribute positively to our team and the organization. I am looking forward to the possibility of taking on new challenges in [Desired Department/Location].

Thank you for considering my request. I am happy to discuss this matter further and look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Current Position]