

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Manager's Title]  
[QVC Location/Department]  
[Company 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 [Your Current Department/Location] to [Desired Position/Department] at [Desired Location].

Having been a part of QVC for [duration] now, I have greatly valued my experience and the opportunities for growth within our organization. After careful consideration, I believe that this transfer aligns with my career goals and will allow me to contribute more effectively to our company.

I appreciate your attention to this matter and would be grateful for the opportunity to discuss my request further. Thank you for considering my application for transfer.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Department]