

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

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

Dear [Recipient's Name],

I am writing to formally request a transfer from my current position of [Your Current Position] in the [Current Department] to the [Desired Department/Position] as of [Date of Transfer].

I have enjoyed my time at [Current Department/Organization] and have learned a great deal; however, I believe that a transition to [Desired Department/Position] aligns more closely with my career goals and interests.

I have attached my resume and any necessary documentation to support my request. I am happy to discuss this matter further at your convenience. Thank you for considering my request.

Sincerely,
[Your Name]