

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

I have greatly enjoyed my time at [Current Location] and am proud of the contributions I have made, including [briefly mention any achievements or contributions]. However, due to [brief reason for the transfer request, e.g., personal circumstances, career growth], I believe this transfer would be beneficial for both myself and the company.

I am excited about the opportunity to bring my skills in [mention relevant skills or experience] to the [Desired Location] and further contribute to the team's success. I am confident that my experience and background will allow me to integrate smoothly and provide value from day one.

I appreciate your consideration of my request and look forward to discussing this opportunity further. Thank you for your support.

Sincerely,

[Your Name]  
[Your Job Title]