

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a transfer from my current position as [Your Current Job Title] in [Current Department/Location] to the [Target Department/Location] as [Target Job Title].

Due to [brief explanation of reasons for transfer, e.g., personal circumstances, career advancement, etc.], I believe this transfer would be beneficial for both my professional growth and the organization.

I have enjoyed my time in [Current Department] and appreciate the opportunities provided to me. I am confident that my skills and experiences will be valuable in [Target Department].

Thank you for considering my request. I am looking forward to discussing this further and hope to contribute to [Target Department] in a meaningful way.

Sincerely,

[Your Name]
[Your Job Title]