

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[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 Position] in the [Current Department/Office] to [Requested Position/Department] in [New Department/Office].

I have greatly enjoyed my time at [Current Company/Organization] and have learned a lot during my tenure. However, I believe that moving to [New Department/Office] will provide me with new challenges and opportunities for professional growth.

I am confident that my experience in [Mention Relevant Experience] and my skills in [Mention Relevant Skills] will be a valuable addition to [New Department/Office].

Please let me know if you would like to discuss my request in further detail. I appreciate your consideration and look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]