

[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 Job Title] in [Current Department/Location] to [Desired Department/Location]. I have been with [Company Name] for [Duration] and have greatly enjoyed my time here, contributing to [mention any significant contributions or experiences].

I believe that a transfer to [Desired Department/Location] would better align with my career goals and aspirations, as well as allow me to leverage my skills in [mention relevant skills or experiences related to the new position].

I would appreciate the opportunity to discuss my request further and explore how I can continue to contribute to the organization in a new capacity. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]