

[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 hope this letter finds you well. I am writing to formally request a transfer from my current position as [Your Current Position] in the [Your Current Department] at [Company Name] to [Desired Position/Department] effective [Preferred Transfer Date].

I have enjoyed my time in my current role and have learned a great deal. However, I believe that a transfer to [Desired Position/Department] aligns more closely with my career goals and skills. [You may include a brief reason for your desired transfer].

I am committed to ensuring a smooth transition and am happy to assist in any way necessary during this process. I appreciate your consideration of my request and look forward to your response.

Thank you for your time and understanding.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]