

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

[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

Subject: Request for Department Transfer

I hope this message finds you well. I am writing to formally request a transfer from my current position in the [Current Department Name] to the [Desired Department Name].

[Briefly explain your reasons for the transfer and why you are interested in the new department. Mention any relevant skills or experiences that make you a good fit for the new role.]

I believe that this transition would not only contribute to my professional growth but also allow me to add more value to the company in a different capacity.

Thank you for considering my request. I look forward to discussing this opportunity with you further.

Sincerely,

[Your Name]
[Your Job Title]
[Your Employee ID (if applicable)]