

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Department]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally express my intention to request a transfer to [specific position/department] within [Company Name]. Having been a part of [current department/team] for [duration of time], I believe that this opportunity aligns with my career goals and will allow me to contribute more effectively to the organization.

In my current role as [your current position], I have developed skills in [mention relevant skills or experiences], which I believe would be beneficial in the [target department/position]. I am eager to leverage my experience and further develop my skills in [mention specific areas related to the target position].

I am confident that this transfer will not only fulfill my professional aspirations but also support [Company Name] in achieving its objectives. I would greatly appreciate your consideration of my request and would be happy to discuss this further at your convenience.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]  
[Your Job Title]