

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a transfer from my current position as [Your Current Job Title] in the [Current Department] to the [Desired Department] as [Desired Job Title]. I believe this transfer aligns with my career goals and will allow me to contribute more effectively to the company's objectives. I have enjoyed my time in [Current Department] and appreciate the opportunities I have had to grow and learn.

I am confident that my skills and experience will be an asset to the [Desired Department]. I would appreciate the opportunity to discuss this further at your convenience.

Thank you for considering my request.

Sincerely,

[Your Name]