

****Transfer Letter Template****

Date	[Insert Date]
Sender's Name	[Your Name]
Sender's Address	[Your Address]
City, State, Zip	[City, State, Zip]
Email	[Your Email]
Phone	[Your Phone Number]
Recipient's Name	[Recipient's Name]

|-----|-----|
| Recipient's Position | [Recipient's Position] |
| Recipient's Company | [Recipient's Company] |
| Recipient's Address | [Recipient's Address] |
| City, State, Zip | [City, State, Zip] |
| Subject: Transfer Request |

Dear [Recipient's Name],

I am writing to formally request a transfer from [Current Department/Location] to [Desired Department/Location] effective [Desired Transfer Date].

[Briefly explain the reason for the transfer request and any relevant details.]

I appreciate your consideration of my request. I am looking forward to discussing this matter further.

Thank you for your time.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]