

[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 Position] in the [Current Department] to [Desired Position/Department] at [Desired Location/Branch] due to [brief reason for transfer request, e.g., personal circumstances, career advancement, etc.].

Having been with [Company's Name] for [Duration of Employment], I have greatly valued the opportunities for growth and development within our organization. I believe that this transfer will allow me to [mention any specific reasons related to skills, experiences, or benefits to the company].

I am confident that my skills in [mention relevant skills or experiences] will be beneficial to the [Desired Department/Team]. I am eager to contribute further to the company in this new capacity.

I appreciate your consideration of my request and would be happy to discuss this matter further at your convenience.

Thank you for your attention to my request.

Sincerely,

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