

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Department Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
Subject: Transfer Request  
I hope this message finds you well. I am writing to formally request a transfer from my current position in [Current Department] to [Desired Department] due to [reason for transfer, e.g., personal circumstances, career advancement, etc.].  
I have thoroughly enjoyed my time in [Current Department] and appreciate the opportunities I have been given. However, I believe that a transfer to [Desired Department] will allow me to [explain how the transfer aligns with your career goals or personal circumstances].  
I kindly request your support in facilitating this transfer and I am more than willing to assist in the transition process to ensure a smooth handover of my current responsibilities.  
Thank you for considering my request. I look forward to discussing this matter further.  
Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Employee ID (if applicable)]