[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 am writing to formally request a temporary transfer from my current position as [Your Job Title] in [Current Department] to [Desired Department/Location] due to health issues that require me to be in a less demanding environment.

My physician has advised that a change in my work environment will assist in my recovery process. I believe that a temporary transfer would allow me to continue contributing to the team while focusing on my health. I am committed to fulfilling my responsibilities during this period.

I would appreciate your consideration of my request and would be happy to discuss this matter further at your earliest convenience. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Job Title]