

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Department's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a transfer from my current position in [Current Department Name] to [Desired Department Name]. After careful consideration, I believe that this transfer aligns better with my career goals and will enhance my contributions to the company.

During my time in [Current Department Name], I have gained valuable experience and developed skills that I believe would be beneficial in [Desired Department Name]. I am particularly interested in [specific reasons for the transfer, such as new challenges or opportunities for growth].

I appreciate your consideration of my request and would welcome the opportunity to discuss this further. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]