

# Request for Diving Instructor Certification Transfer

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Organization/Institution Name]

[Insert Organization Address]

[Insert City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a certified diving instructor holding a certification from [Current Certification Organization]. I am writing to formally request a transfer of my diving instructor certification to [New Certification Organization] due to [brief explanation of reason, e.g., relocation, new opportunities, etc.].

I have attached all necessary documents, including my current certification and proof of [related experience/qualifications, if applicable]. I appreciate your prompt attention to this matter and look forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Contact Information]