

[Your Name]

[Your Current Job Title]

[Your Department]

[Your Email]

[Your Phone Number]

[Date]

[Manager's Name]

[Manager's Job Title]

[Company Name]

Dear [Manager's Name],

I am writing to formally request your consideration for a transfer to the [Target Department/Position] within [Company Name]. I have been with the company for [Duration] and have greatly appreciated the opportunities for growth and development in my current role as [Your Current Job Title].

I believe that my skills in [mention relevant skills or experiences] align well with the requirements of the [Target Position], and I am excited about the possibility of contributing to the [Target Department] in a new capacity.

I would welcome the opportunity to discuss my transfer request further and explore how I can continue to add value to the team in a new role. Thank you for considering my request.

Best regards,

[Your Name]