

[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 transfer from my current position as [Your Current Position] in the [Current Department] to a position in the [Desired Department] due to personal reasons. I have greatly enjoyed my time working with the team and have appreciated the opportunities for growth and development.

While I am committed to my current role, significant personal circumstances necessitate this request. I believe that a transfer would not only benefit my personal situation but also allow me to continue contributing to [Company's Name] in a meaningful way.

I am hoping to discuss this matter with you at your earliest convenience. Thank you for considering my request, and I look forward to your understanding.

Sincerely,
[Your Name]