

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Manager's Name  
Company Name  
Company 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 the [Desired Department] within the organization. After [duration in current position], I believe a transfer will provide me with new challenges and opportunities for professional growth.

I have enjoyed working in [Current Department] and have learned a great deal. However, I am eager to apply my skills in [Specific Skills Related to Desired Position] to contribute effectively to [Desired Department]. I am confident that my experience and dedication can be beneficial to the team.

I appreciate your consideration of my request. I am happy to discuss this further at your earliest convenience and look forward to your positive response.

Thank you very much for your attention.

Sincerely,  
[Your Name]