

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Transfer Approval

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request your approval for my transfer from [Current Department/Location] to [New Department/Location]. The reason for this request is [briefly explain reason for transfer, e.g., career advancement, personal reasons].

I believe that this transfer will allow me to contribute even more effectively to the company, as well as align with my career goals.

I would greatly appreciate your support in this matter and look forward to discussing it with you further. Please let me know a convenient time to meet.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]