

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Department'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 in the [Current Department] to the [Desired Department] within [Company's Name]. I have thoroughly considered this decision and believe that my skills and experience would be better utilized in this new role.

During my time in the [Current Department], I have developed valuable skills and have made significant contributions to the team, such as [briefly mention any achievements or contributions]. However, I feel that transitioning to the [Desired Department] aligns more closely with my career goals and personal aspirations.

I am confident that my background in [mention relevant experience or skills] would allow me to make a meaningful impact within the [Desired Department]. I am eager to contribute to [mention any specific goals or projects of the desired department].

I would greatly appreciate the opportunity to discuss this request further. Thank you for considering my application for a departmental transfer. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]