

Promotion-Related Transfer Request

[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 hope this message finds you well. I am writing to formally request a transfer related to my recent promotion to [New Position Title]. I believe that a transfer to [Desired Location/Department] would not only benefit my career development but also align with the company's goals and objectives.

Having been with [Company's Name] for [Duration], I have gained valuable experience in [Relevant Skills/Experiences]. In light of my promotion, I am eager to contribute further by taking on new challenges in [Desired Department/Location]. I am confident that my skills can greatly benefit the team.

I am keen to discuss this request further and explore any possibilities for a transition. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Current Position]