Subject: Request for transfer

Dear Mr. Rattler,

I am a feature writer in your esteemed newspaper and have been working in the features department since the past 2 years. Although I love to write feature stories, I have always had an interested in writing hard core crime reports. During my journalism class, I had accomplished some assignments in the crime and legal arena too.

I would thus like to formally request you for a transfer to the crime reporting beat where I assure you I will do my best to get good stories for the newspaper. I am also enclosing a few of my reports on crime and society which I had worked on earlier for your perusal.

I sincerely hope you accept my request for transfer.

Thanking you,