Mycroft Westbury,

Arizona

29 April, 20XX

Mr. John Stanhope,

Human Resource Manager,

CISco Solutions,

Arizona, USA

Dear Mr. Stanhope,

Allow me to introduce to you myself, Mycroft Westbury, the Senior Engineer in CISco Solutions. I have been in this position for more than five years now.

I have heard the news that the position of a Quality Analyst is vacant in the company from my peers. The purpose of my writing to you, sir is to request you to transfer me to that position. I am well qualified for the post and also possess the relevant experience. Since I have been working with analysis and design, it will be well within my expertise arena. In this regard, I want to meet up with you personally to discuss the possibility, whenever it is convenient for you. I reckon that you would give my transfer a deserved thought.

Thanks and regards,

Mycroft Westbury,

Senior Engineer