**Transfer Request Letter**

Dear Name of Person,

I have recently learned about the position of XYZ Title from my manager, Insert Name of Manager, and I would like to submit my application for this position.

I have maintained my position as an ABC Title for the past six years and now I would like to take on a new challenge. I have learned a lot about this position. Therefore, I formally request a transfer to the XYZ department.

This organization has been a significant part of my career and I have learned a lot from this prestigious organization.

My resume is enclosed with this letter. You can me at 555-555-555. Thank you so much for considering my application. I look forward to hearing from you.

Sincerely,