**Transfer Request Letter**

Employee’s Name  
Employee’s Address  
City, State, and Zip Code

Insert Date Here

Company’s Name  
Hiring Person’s Name  
Hiring Person’s Title  
Company’s Address

City, State, and Zip Code

**RE: Insert Subject Here**

Dear Name of Person,

I have recently learned about the XYZ Position from my supervisor, Name, and I would like to submit my application formally.

I have maintained my position as a Sales Manager for the past five years and now I would like to take on a new role, as my background is marketing and finance. I have the following strengths and abilities:

Mention Strengths and Abilities

Enclosed is my full resume. I am sure, I will not disappoint you, as I am aware of the company’s rules and policies. You can reach me at 555-555-555. I would be glad to provide further information.

Sincerely,

Employee’s Signature  
Employee’s Name Printed  
List of enclosures