TO

[Receiver Name]

[Receiver Title]

**ADDRESS:**  [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

[Sender Name]

[Sender Title]

Sub: Department Transfer Letter

Dear **[NAME]**

With due respect I would like to tell you that I have been working in your firm from last 2/3/4 years **[MORE/LESS]** as **[JOB POSITION]**  as at the time of applying only this post was available, but now I would like to request you to change my post from  **[PRESENT JOB POSITION]**  to  **[PREFERRED JOB POSITION]**  because of my previous experience and my interest for this field,  **[EXPLAIN ACTUAL CAUSE]**  as my resume say that I have perform well in this field I guess a deserve a chance, I assure you that I will be pro and responsible. **[DESCRIBE IN YOUR WORDS]**

I request you to consider my application.

Your positive response would be appreciated.

Thanks.