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]**

I am **[NAME]** and I am working in you company for last **[YEARS]** in **[DEPARTMENT]**  as **[DESIGNATION]**. My employee ID is **[EMPLOYEE ID]**.

Respectfully, I would inform you that currently I am working in **[DEPARTMENT]**  as **[PROFILE DETAILS]** but due to  **[REASON FOR TRANSFER]** I want to get transfer to  **[NEW DEPARTMENT]** in our office.

I would request you to kindly transfer me to the **[NEW DEPARTMENT]** located at **[LOCATION]**  with **[ROLE AND DUTIES]** as it is **[DETAILS EASY TO TRAVEL/MORE THINGS TO LEARN/INTERESTING JOB/].**

I shall be highly obliged for your kind consideration.

Thanking You,