**TRANSFER REQUEST LETTER**

**[Your first and last name]**

**[Your address]**

**[Your phone number]**

**[Date of the letter]**

**[First and last name of recipient]**

**[Job title]**

**[Company name]**

**[Company street address]**

Dear Mr. Stanford,

I’m writing to request a transfer from Essential Electric’s customer service department to its sales department.

I’m grateful for the many opportunities I’ve been afforded during my three years as a customer support representative. During that time, I’ve maintained consistently high call success rates and have exceeded team goals for cross-selling and upselling.

I learned of an open position for a junior sales representative and believe my knowledge of our customers’ needs would make me an asset in the role. I’m invested in the company’s mission to bring affordable, reliable utilities to the communities of Western Michigan and would be excited to continue to grow with the organization.

I am attaching my resume for your review and look forward to discussing the opportunity with you further.

Many thanks for your consideration,

Sincerely,

Jordan Petrosky

**[Your address]**

**[Your phone number]**