**TRANSFER REQUEST LETTER**

**[Your first and last name]**

**[Your address]**

**[Your phone number]**

**[Your email address]**

**[Date of the letter]**

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

**[Job title]**

**[Company name]**

**[Company street address]**

Dear **[HR Contact or Supervisor],**

It has come to my attention that **[blank]** department is accepting applications for the **[state position];** I am forwarding my resume for your consideration.

I have worked for **[this company]** for **[x]** years, as a **[position],** and have found this to be a very well-run organization, supportive of its employees; I would like nothing more than to continue my professional growth with this company as my career moves forward.

I have worked in several capacities here at **[company],** including **[list].** Each experience has enhanced my skills and abilities; my current position has allowed to **[list what you have learned].** These are skills that I feel would be very well suited to this position.

I look forward to continued growth within this company throughout my career and I thank you for your consideration.

Sincerely,

**[Signature]  
[Name]  
[Job title]**