

Date: \_\_\_\_\_  
From: [Your Name]  
Department: [Current Department]  
To: [Recipient Name]  
Department: [Receiving Department]

**Subject:** Interdepartmental Transfer Request

Dear [Recipient Name],

I am writing to formally request the transfer of [Employee Name/Asset/Project] from the [Current Department] to the [Receiving Department], effective [Proposed Date]. This transfer is necessary to [state reason for transfer, e.g., align with department goals, resource allocation, project requirements, etc.].

Please let me know if any further information or documentation is required to process this transfer.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Contact Information]