

**Date:** [Insert Date]

[Recipient Name]

[Recipient Title/Program Director]

[Organization Name]

**Subject:** Formal Transfer Request - Leadership Development Program

Dear [Recipient Name],

I am writing to formally request a transfer within the Leadership Development Program (LDP), moving from my current rotation in the [Current Department/Location] to the [Target Department/Location], effective [Requested Start Date].

Since joining the program on [Start Date], I have gained valuable experience in [Briefly mention current skill or project]. I believe that transferring to [Target Department] aligns with my career development goals and will allow me to contribute to [Specific Project or Team Goal in the new area] while broadening my leadership perspective.

I have discussed this potential move with my current mentor, [Mentor Name], and my current supervisor, [Supervisor Name], both of whom support this transition. I am committed to ensuring a seamless handoff of my current responsibilities before the transfer date.

Thank you for your time and for the continued opportunity to grow within this program. I look forward to your response regarding the next steps in this process.

Sincerely,

[Your Name]

[Current Position/Rotation Title]

[Your Phone Number]

[Your Email Address]