To

[The Recipient Name]  
[Designation]  
[Company Name]

Dear [Name Here],

I hope you are doing well. I am writing to request you transfer my position to the Department of Marketing and Social Media Management from my current Department of General Management.

I am working as an Assistant General Manager in the department. I manage tasks related to general management of the organization and client coordination. However, recently, I realized that working in management has given me some edge to look into the working dynamics of the Social Media Marketing and Management Team. The edge provided me with a good deal of knowledge about building brands and driving sales.

Leveraging this knowledge with my interest can help me seamlessly adjust to the said department. I will also make sure that my transfer to the Department of Marketing and Social Media Management does not cause any inconvenience to the organization.

I will work very hard and with sheer diligence in my new role. I will be grateful if you approve my transfer request. Thank you.

Sincerely,

[Your Name Here]  
[Current Position]  
[Company name]