

*[Full Name]*  
*[Current Job Title]*  
*[Current Department]*  
*[Employee ID Number]*  
*[Phone Number]*  
*[Email Address]*

*[Date]*

*[Hiring Manager Name]*  
*[Target Department Name]*  
*[Company/Organization Name]*

**RE: Internal Transfer Application for [Target Position Title]**

Dear *[Manager Name or "Hiring Committee"]*,

I am writing to formally express my interest in transferring from the *[Current Department]* to the *[Target Department]* for the position of *[Target Position Title]*, as advertised on *[Date/Location of Posting]*.

Having served as *[Current Job Title]* for the past *[Number]* years, I have developed a comprehensive understanding of *[mention a company process or value]*. I am eager to apply my administrative expertise in *[Skill 1]*, *[Skill 2]*, and *[Skill 3]* to support the specific goals of the *[Target Department]*.

During my tenure in my current role, I have successfully *[Briefly mention a specific achievement relevant to the new department]*. I believe my familiarity with internal systems and my commitment to the organization's mission will allow for a seamless transition and immediate contribution to your team.

Thank you for considering my application for this internal move. I look forward to the possibility of discussing how my background aligns with the needs of the *[Target Department]*.

Sincerely,

*[Signature (if sending by hard copy)]*  
*[Typed Full Name]*