

[Your Full Name]
[Current Job Title]
[Employee ID]
[Date]

[Hiring Manager Name]
[Department Name]
[Company Name]

RE: Internal Transfer Application for [Position Title]

Dear [Manager Name],

I am writing to formally express my interest in the [Position Title] role within the Customer Service Department, as advertised on the internal careers portal. Having been with [Company Name] for [Number] years in the [Current Department], I am eager to transition my skills to a client-facing capacity.

During my tenure in my current role, I have developed a deep understanding of our [products/services] and company culture. Specifically, I have demonstrated strength in [Skill 1] and [Skill 2]. I am confident that my internal knowledge will allow me to resolve customer inquiries efficiently and maintain the high standards of service our department is known for.

I am particularly drawn to this transfer because [Reason for interest in Customer Service]. I believe my ability to [Specific Achievement or Ability] will be an immediate asset to the team.

Thank you for considering my application for this internal move. I look forward to the possibility of discussing how my background can support the Customer Service Department's goals.

Sincerely,

[Signature]
[Typed Name]