

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

[Date]

[Hiring Manager Name]
[Finance Department Title]
[Company Name]

RE: INTERNAL TRANSFER APPLICATION - [TARGET FINANCE POSITION NAME]

Dear [Manager Name/Finance Search Committee],

I am writing to formally express my interest in the [Job Title] position within the Finance Department, as advertised on [where you saw the posting]. Having served as [Current Title] in the [Current Department] for [Number] years, I am eager to transition my analytical skills and fiscal oversight experience to a dedicated finance role.

During my tenure in [Current Department], I have developed a strong foundation in [mention 2-3 relevant skills, e.g., budget management, financial reporting, or cost-benefit analysis]. Specifically, I have been responsible for [mention a specific financial achievement or project], which resulted in [measurable outcome]. This experience has provided me with a deep understanding of our company's internal financial workflows and reporting standards.

I am particularly drawn to the Finance Department's current focus on [mention a specific company goal or project]. I am confident that my technical proficiency in [Software/Tools, e.g., Excel, SAP, Oracle] combined with my existing institutional knowledge will allow me to contribute effectively to the team from day one.

I have discussed my interest in this transfer with my current supervisor, [Supervisor Name], who is supportive of my career growth within the organization. I look forward to the possibility of discussing how my background aligns with the goals of the Finance team.

Sincerely,

[Signature Space]

[Your Printed Name]