

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

[Date]

[Hiring Manager Name]
[Title]
Healthcare Administration Department
[Facility/Organization Name]

RE: INTERNAL TRANSFER REQUEST - [TARGET POSITION TITLE]

Dear [Manager Name],

Please accept this letter as a formal expression of interest in the [Position Title] role within the Healthcare Administration Department, as posted on [Source of Posting]. Currently serving as [Current Title] in the [Current Department], I am eager to transition my administrative skills and clinical understanding to this new capacity.

During my tenure at [Organization Name], I have developed a strong foundation in [Skill 1, e.g., patient scheduling], [Skill 2, e.g., regulatory compliance], and [Skill 3, e.g., electronic health record management]. I have consistently met departmental goals regarding [specific metric or achievement], and I am confident that my familiarity with our facility's internal protocols will allow for a seamless transition.

I am particularly drawn to this role because of its focus on [Specific aspect of the admin role]. My background in [Current Department] has provided me with a unique perspective on [Inter-departmental workflow or patient care cycle] that will be beneficial in streamlining administrative operations.

Attached is my updated resume detailing my qualifications and accomplishments. I look forward to the possibility of discussing how my internal experience can contribute to the continued success of the Healthcare Administration team.

Thank you for your time and consideration.

Sincerely,

[Your Name]