

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

[Date]

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

RE: Internal Transfer Application for [Position Title]

Dear [Hiring Manager Name],

I am writing to formally express my interest in the **[Position Title]** opening within the **[Target Department]**, as posted on **[Date/Location of Posting]**. Having served as a **[Current Title]** in the **[Current Department]** for the past **[Number]** years, I am eager to apply my internal knowledge and professional skills to this new role.

During my tenure at **[Company Name]**, I have successfully **[List a key achievement or responsibility]**. I believe my understanding of the company's culture and operational workflows, combined with my background in **[Relevant Skill/Experience]**, makes me a strong candidate for this transition.

My primary motivations for this transfer include **[Reason for seeking transfer, e.g., professional growth, alignment with specialized skills]**. I am confident that I can contribute to the **[Target Department]** team by **[Explain how you will add value]**.

I have discussed this potential move with my current supervisor, **[Supervisor's Name]**, who is supportive of my career development. I have attached my updated resume for your review and look forward to the possibility of discussing how I can contribute to your team's success.

Thank you for your time and consideration.

Sincerely,

[Signature]

[Your Printed Name]