

[Your Name]
[Current Job Title]
[Current Department]
[Employee ID]

[Date]

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

RE: Internal Application for [Job Title/Position Name] - [Job ID #]

Dear *[Manager Last Name]*,

Please accept this letter as a formal expression of my interest in the *[Job Title]* position within the *[Target Department]*, as advertised on *[Source/Internal Portal]*. Having spent the last *[Number]* years with *[Company Name]* in the *[Current Department]*, I am eager to apply my institutional knowledge and skills to this new role.

During my tenure as a *[Current Title]*, I have successfully *[List a key achievement or project]*. This experience has allowed me to develop a deep understanding of our company's *[mention a company value or process]*. I believe my background in *[Specific Skill A]* and *[Specific Skill B]* makes me a strong candidate for the objectives of your team.

Transferring to *[Target Department]* represents a strategic step in my career development within the organization. I am particularly drawn to this opportunity because *[Reason for interest in this specific department]*. My familiarity with our internal systems and cross-departmental workflows will ensure a seamless transition and immediate contribution to the team.

Thank you for your time and for considering my internal application. I have informed my current supervisor, *[Current Supervisor Name]*, of my interest in this transfer. I look forward to the possibility of discussing how my experience aligns with the needs of your department.

Sincerely,

[Your Signature]
[Your Printed Name]