

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

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

Re: Internal Application for [Target Position Title]

Dear [Hiring Manager Name],

I am writing to formally express my interest in the **[Target Position Title]** position within the **[Target Department]**, as advertised on the internal job board. Having served as a **[Current Title]** in the **[Current Department]** for [Number] years/months, I am eager to transition my skills and institutional knowledge to this new role.

During my tenure in my current department, I have achieved [Mention a key achievement or project]. This experience has allowed me to develop a deep understanding of [Specific skill or company process]. I believe my familiarity with [Company Name]'s culture and workflows will allow me to contribute immediately to your team's objectives regarding [Specific goal mentioned in job posting].

I am particularly drawn to this opportunity because [Reason for wanting to transfer, e.g., career growth, alignment with specific skills]. I am confident that my background in [Skill A] and [Skill B] makes me a strong internal candidate for this opening.

Thank you for considering my internal application. I have informed my current manager, [Current Manager's Name], of my interest in this transfer. I look forward to the possibility of discussing how my experience can support the **[Target Department]**.

Sincerely,

[Signature Area]

[Your Printed Name]