

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

[Date]

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

RE: Application for [Target Position Name] (Job ID: [Number])

Dear [Hiring Manager Name],

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

In my current role, I have successfully [List a major achievement or responsibility relevant to the new role]. My deep understanding of [Company Name]'s culture, internal processes, and [Specific Software or System] allows me to contribute immediately without the standard learning curve of an external hire.

The **[Target Department]**'s focus on [Mention a specific goal of the new department] aligns perfectly with my professional development goals. I am particularly drawn to this promotion because [Reason for wanting the transfer, e.g., desire for more leadership, technical specialization, or cross-functional collaboration].

My current supervisor, [Current Manager Name], is aware of my interest in this internal advancement and supports my application. I have attached my updated resume for your review and would welcome the opportunity to discuss how my background fits the needs of your team.

Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]