

[Full Name]

[Current Employee ID / Position]

[Current Department]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Logistics Department Name]

[Company Name]

RE: INTERNAL TRANSFER APPLICATION - [TARGET POSITION TITLE]

Dear [Manager Name or Department Head],

Please accept this letter as a formal expression of my interest in transferring to the position of [Target Position] within the Logistics Department, as recently posted on [Source/Date]. Having served as [Current Role] for [Duration], I am eager to apply my internal knowledge and operational skills to the logistics team.

In my current role, I have developed a strong foundation in [Skill 1] and [Skill 2]. Specifically, I have experience with [Related Software, ERP, or Process] which aligns with the technical requirements of the Logistics Department. I am confident that my understanding of our company's internal supply chain and commitment to efficiency will allow me to contribute immediately to the team's goals regarding [Key Responsibility, e.g., inventory accuracy or distribution speed].

I am particularly drawn to this role because of [Specific Reason for Interest in Logistics]. I believe my background in [Previous Experience] provides me with the problem-solving capabilities necessary to handle the dynamic challenges of logistics and transport management.

I have attached my updated resume for your review and would welcome the opportunity to discuss how my transition can benefit the Logistics Department. Thank you for your time and consideration.

Sincerely,

[Signature]

[Typed Full Name]