

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

**[Hiring Manager Name]**  
Marketing Department Manager  
[Company Name]

**RE: Internal Transfer Application for [Position Title]**

Dear [Manager Name],

I am writing to formally express my interest in transferring to the Marketing Department for the position of [Position Title], as posted on [Source/Date]. Having spent [Number] years in the [Current Department], I have developed a deep understanding of our company's [Products/Services] and am eager to apply my skills toward our brand's growth and market presence.

In my current role as [Current Title], I have achieved [Mention a Key Achievement]. These experiences have equipped me with [Skill 1] and [Skill 2], which I believe are directly applicable to the Marketing team's current goals regarding [Mention a Marketing Goal or Project].

I am particularly drawn to the Marketing Department because of [Specific Reason/Campaign]. I am confident that my internal knowledge of the company's operations, combined with my passion for [Marketing Specific Area, e.g., Content Strategy/Analytics], will allow me to contribute immediately to the team's success.

Thank you for considering my request for an internal transfer. I have informed my current supervisor, [Current Supervisor Name], of my interest in this role. I look forward to the possibility of discussing how my background can support the Marketing Department's objectives.

Sincerely,

[Signature]  
[Your Printed Name]