

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

**[Hiring Manager Name]**  
[Project Management Department]  
[Company Name]

**RE: Internal Transfer Application for [Project Manager/Project Coordinator] Position**

Dear [Manager Name],

I am writing to formally express my interest in transferring to the Project Management Department for the position of [Job Title], as advertised via [Internal Job Portal/Company Announcement]. Having served in the [Current Department] for [Number] years, I am eager to transition my institutional knowledge and technical skills into a project leadership role.

During my tenure in [Current Department], I have consistently demonstrated core competencies essential to project management, including [Skill 1], [Skill 2], and [Skill 3]. Notably, I [Briefly mention a specific project or achievement involving coordination or deadline management]. I am particularly drawn to the Project Management team's current focus on [Specific Project or Department Goal].

My background in [Current Function] provides me with a unique perspective on [Company Process], which I believe will allow me to streamline workflows and improve cross-departmental communication within your team. I am already familiar with our company's internal tools and am [PM Certification, e.g., PMP/CAPM] certified / [currently pursuing certification].

I have discussed this potential transition with my current supervisor, [Current Manager's Name], who is supportive of my career development within the company. I look forward to the possibility of discussing how my experience can contribute to the Project Management Department's upcoming initiatives.

Sincerely,

[Signature Space]

[Your Printed Name]