

To: (Hiring Manager/Department Head)

From: (Current Employee Name)

Current Role:

Date:

Dear ,

Please accept this formal request for a departmental transfer to the Sales team as a (Target Position). Having been with the company for (Time Period) in the department, I have developed a deep understanding of our product offerings and client base.

During my tenure in my current role, I achieved (Key Accomplishment). I believe my background in combined with my interpersonal skills makes me an ideal candidate to help drive revenue and meet the sales targets for the (Quarter/Year).

I am eager to bring my internal product knowledge to a client-facing environment. I have already discussed this interest with my current supervisor, , who is supportive of my career growth within the organization.

I look forward to discussing how my transition can benefit the sales department's objectives.

Sincerely,

(Signature)