

[Your Full Name]

Current Role: [Current Job Title]

Current Team: [Current Department/Region]

Employee ID: [ID Number]

Email: [Email Address]

[Date]

[Hiring Manager Name]

[Title, e.g., Sales Director]

[Target Sales Department/Division]

Dear [Hiring Manager Last Name],

Please accept this letter as a formal expression of my interest in transferring to the position of **[Target Role Name]** within the [Target Sales Department], as advertised internally on [Date/Source]. Having spent [Number] years with [Company Name], I am eager to apply my institutional knowledge and sales expertise to help drive revenue growth in your division.

During my tenure in the [Current Department], I have consistently exceeded my targets, most notably achieving [Percentage/Dollar Amount] of my annual quota in [Year]. I have developed a deep understanding of our product suite and have built strong relationships with key stakeholders across the organization. My experience in [Specific Skill, e.g., CRM management, lead generation, or account management] aligns directly with the requirements for the [Target Role] role.

I am particularly drawn to this transfer because of [specific reason for interest in the new department, e.g., the focus on enterprise clients or a specific product line]. I believe my transition will be seamless, allowing me to contribute to the team's KPIs immediately without the standard onboarding curve associated with external hires.

I have discussed my interest in this internal move with my current manager, [Current Manager Name], who is supportive of my professional development within the company. I look forward to the possibility of discussing how my sales background can support the [Target Sales Department]'s upcoming objectives.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]