

[Your Full Name]
[Current Academic Rank/Title]
[Current Department/Faculty]
[Employee ID Number]
[Email Address]
[Phone Number]

[Date]

[Name of Department Head/Dean]
[Target Department/Faculty]
[Institution Name]

**SUBJECT: FORMAL REQUEST FOR INTERNAL ACADEMIC TRANSFER TO
[TARGET DEPARTMENT]**

Dear [Title and Last Name of Recipient],

I am writing to formally express my interest in transferring from my current position in the [Current Department] to the [Target Department], effective [Proposed Start Date/Academic Semester]. Having served at [Institution Name] for [Number] years, I am eager to align my academic expertise and research trajectory with the strategic goals of your department.

My decision to seek this transfer is motivated by [Briefly state reason: e.g., alignment of research interests, interdisciplinary synergy, or departmental vacancy]. My current work in [Specific Research Area/Field] increasingly intersects with the initiatives currently being undertaken in the [Target Department], particularly regarding [Mention specific project, lab, or curriculum].

During my tenure in the [Current Department], I have successfully [List 1-2 key achievements: e.g., secured grants, published specific papers, or developed courses]. I am confident that bringing this experience to your team will contribute positively to the academic excellence and student engagement within the [Target Department].

I have attached my updated Curriculum Vitae and a brief summary of my research and teaching portfolio for your review. I have also initiated preliminary discussions with my current Department Head, [Name], regarding this transition.

I look forward to the possibility of discussing how my background and future academic goals align with the needs of the [Target Department]. Thank you for your time and consideration of this request.

Sincerely,

[Your Printed Name]