

[Your Name]
[Current Academic Rank]
[Current Department]
[Current Institution]
[Email Address]
[Phone Number]

[Date]

[Recipient Name/Chair of Search Committee]
[Target Department Name]
[Institution Name]

Dear [Dr./Professor] [Last Name],

I am writing to formally express my interest in transferring from the Department of [Current Department] to the Department of [Target Department], effective [Requested Start Date/Semester]. Having served as [Rank] at [Institution] for [Number] years, I believe my research trajectory and pedagogical approach have evolved to align more closely with the strategic mission and scholarly focus of your department.

My current research focuses on [Brief Description of Research Area]. Over the past [Number] years, my work has increasingly intersected with [Specific Sub-fields in Target Department]. Transitioning to your department would facilitate deeper collaborations with faculty such as [Faculty Names, optional] and provide a more synergistic environment for my ongoing projects, specifically [Project Name/Grant].

In terms of teaching, I have developed curricula for [Course Names] which I believe would complement your department's current offerings. I am eager to contribute to the [Target Department]'s graduate and undergraduate programs by offering expertise in [Specific Specialization].

I am enthusiastic about the possibility of joining the [Target Department] and contributing to its continued excellence in [Field]. I have attached my updated Curriculum Vitae and a detailed statement of research and teaching interests for your review. I look forward to the possibility of discussing this transition with you further.

Sincerely,

[Signature]

[Printed Name]