

[Your Full Name]
[Current Job Title]
[Current Department]
[Email Address]
[Phone Number]
[Date]

[Hiring Manager Name]
[Target Department Name]
[Company Name]

Re: Internal Application for [Target Position Title]

Dear [Manager Name],

In light of the upcoming organizational restructuring, I am writing to express my formal interest in transitioning to the role of [Target Position Title] within the [Target Department]. Having spent [Number] years with [Company Name] in the [Current Department], I have developed a deep understanding of our corporate culture and operational goals.

My current tenure as [Current Job Title] has allowed me to master [Skill 1] and [Skill 2], which directly align with the requirements of this lateral move. Specifically, my experience with [Project or Task] has prepared me to contribute immediately to your team's objectives regarding [Specific Goal of Target Department].

I view this restructuring as an opportunity to apply my institutional knowledge to a new challenge while maintaining the continuity of our internal processes. I am eager to bring my background in [Area of Expertise] to support the [Target Department] during this period of transition.

I have attached my updated internal resume for your review and would welcome the opportunity to discuss how my skills can support your team's evolving needs.

Sincerely,

[Signature]
[Printed Name]