

**To:** [Hiring Manager Name]  
**From:** [Your Name]  
**Current Position:** [Current Job Title / Department]  
**Date:** [Date]

Dear [Hiring Manager Name],

Please accept this letter as a formal expression of my interest in the [Target Job Title] position within the [Department Name], as advertised on the internal careers portal. Having spent the last [Number] years as a [Current Title] in the [Current Department], I have developed a deep understanding of our company culture and operational workflows.

During my tenure in my current role, I have successfully [Major Accomplishment or Responsibility]. My familiarity with [Specific Software or Internal Process] and my existing relationships across the organization would allow me to transition into this new role with minimal oversight and provide immediate support to your team.

I am particularly interested in this transfer because [Reason for wanting to move to this specific department]. I am confident that my administrative skills, combined with my institutional knowledge, make me a strong candidate for this opening.

Thank you for your time and for considering my application for this internal opportunity. I look forward to the possibility of discussing how I can contribute to the continued success of the [Target Department].

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Employee ID / Contact Extension]