

**To:** *[Hiring Manager Name]*  
**Title:** *[Hiring Manager Title]*  
**Department:** *[Target Department Name]*  
**Date:** *[Current Date]*

Dear *[Manager Last Name]*,

Please accept this letter as a formal expression of my interest in the **Medical Administrative Assistant** position within the *[Target Department]*, as advertised on *[Source/Internal Portal]*. Having served as a *[Current Job Title]* in the *[Current Department]* for the past *[Number]* years, I am eager to bring my institutional knowledge and administrative expertise to your team.

During my tenure at *[Organization Name]*, I have developed a deep understanding of our patient management systems, HIPAA compliance protocols, and internal scheduling workflows. My current supervisor, *[Current Supervisor Name]*, can attest to my proficiency in *[Key Skill, e.g., medical billing, EMR charting, or front-desk coordination]* and my commitment to maintaining high standards of patient care and data accuracy.

I am particularly interested in this transfer because *[Brief reason for interest in this specific department/unit]*. I believe my familiarity with the facility's culture and my proven track record of *[Specific Achievement]* will allow for a seamless transition and immediate contribution to your administrative operations.

Thank you for your time and for considering my application for this internal move. I look forward to the possibility of discussing how my background aligns with the needs of the *[Target Department]* team.

Sincerely,

*[Your Signature]*  
*[Your Printed Name]*  
*[Employee ID Number]*  
*[Current Extension/Phone]*