

[Your Full Name]  
[Current Department/Laboratory]  
[Current Job Title]  
[Phone Number]  
[Institutional Email Address]

[Date]

[Principal Investigator Name]  
[Target Department/Research Group]  
[University/Institution Name]

**RE: Internal Transfer Application for Research Associate Position - [Reference Number, if applicable]**

Dear Dr. [PI Last Name],

I am writing to formally express my interest in transferring to the Research Associate position within the [Target Research Group/Lab Name], as advertised internally. Having served as a [Current Title] in the [Current Department] under [Current Supervisor] for the past [Number] years, I am eager to transition my technical expertise and institutional knowledge to support your upcoming project on [Brief Mention of Target Research Topic].

During my tenure at [Institution Name], I have developed a robust command of [Key Methodology 1] and [Key Methodology 2]. My primary research has focused on [Brief description of current work], resulting in [Mention 1-2 accomplishments, e.g., a specific publication, grant contribution, or successful data set]. Because I am already integrated into the university's administrative and safety protocols, I am prepared to begin contributing to your lab's objectives immediately with minimal onboarding.

I am particularly drawn to your lab's work regarding [Specific aspect of the new lab's research]. I believe my background in [Specific Skill] aligns perfectly with the requirements of this role, especially regarding the [Specific task mentioned in the job description]. I am confident that my familiarity with our institution's core facilities and collaborative networks will be an asset to your team.

Thank you for your time and for considering my internal application. I have attached my updated CV and a summary of my current research outputs. I look forward to the possibility of discussing how my experience aligns with the goals of the [Target Lab Name].

Sincerely,

[Your Signature]

[Your Printed Name]