

**To:** [Hiring Manager Name]

**From:** [Your Name]

**Current Position:** [Current Job Title]

**Current Department:** [Current Department Name]

**Date:** [Current Date]

**RE:** Internal Application for Research Associate - [Target Department/Lab Name]

Dear [Hiring Manager Name/Search Committee],

Please accept this letter as a formal expression of my interest in the Research Associate position within the [Target Department]. Having served as a [Current Title] in the [Current Department] for [Time Period], I am eager to transition my technical skills and institutional knowledge to support the specific objectives of your research team.

During my tenure at [Organization Name], I have developed a robust foundation in [Specific Methodology or Skill] and [Specific Methodology or Skill]. My primary contributions include:

- [Key Achievement or Responsibility 1]
- [Key Achievement or Responsibility 2]
- [Key Achievement or Responsibility 3]

I am particularly drawn to this role because of your department's focus on [Target Dept Research Focus]. My background in [Relevant Academic/Technical Area] aligns closely with your current project requirements, and I am confident that my familiarity with internal protocols will allow for a seamless transition and immediate productivity.

Thank you for considering my internal application. I look forward to the possibility of discussing how my research background can contribute to the continued success of the [Target Department].

Sincerely,

[Your Signature]

[Your Printed Name]