

To: [Hiring Manager Name]

From: [Your Full Name]

Current Position: [Current Job Title]

Department: [Current Department]

Date: [Date]

Subject: Internal Application for Medical Research Associate - [Protocol/Study Reference Number]

Dear [Hiring Manager Name],

I am writing to formally express my interest in the Medical Research Associate position within the [Target Department/Team Name], as advertised on the internal careers portal. Having served as a [Current Title] at [Company Name] for [Number] years, I am eager to transition my clinical expertise and familiarity with our internal SOPs to this new role.

During my tenure in the [Current Department], I have developed a deep understanding of our organization's commitment to [mention a specific company value or therapeutic area]. My background in [mention specific skill, e.g., data monitoring, patient recruitment, or regulatory documentation] has prepared me to contribute immediately to the [Target Project Name] study. Specifically, my recent work on [mention a relevant internal achievement or project] aligns with the requirements for site management and clinical trial oversight outlined in the job description.

An internal transfer would allow me to leverage my existing relationships with the [Department Name] and [Department Name] teams to ensure seamless cross-functional collaboration. I am already proficient in our proprietary systems, including [mention specific internal software/EDC systems], which will minimize the onboarding period and allow me to focus on maintaining high-quality data integrity and ICH-GCP compliance.

I am grateful for the opportunities I have had in my current role and look forward to the possibility of further contributing to [Company Name]'s research objectives in this new capacity. Thank you for your time and for considering my internal application.

Sincerely,

[Your Signature]

[Your Full Name]

[Employee ID Number]

[Phone Extension/Email]