

[Your Full Name]
[Current Job Title]
[Current Department]
[Employee ID]
[Email Address]

[Date]

[Hiring Manager Name]
[Title of Hiring Manager]
[Business Development Department]

RE: Internal Application for Business Development Analyst - [Job Requisition #]

Dear [Hiring Manager Name],

I am writing to formally express my interest in the Business Development Analyst position within the [Department Name] team, as advertised on the internal careers portal. Having spent the past [Number] years in my current role as [Current Title] within [Current Department], I have developed a deep understanding of [Company Name]'s internal operations and am eager to apply my analytical skills to drive strategic growth for the organization.

In my current role, I have successfully [mention a key achievement relevant to data or market analysis]. This experience has allowed me to refine my ability to [mention a relevant skill, e.g., interpret complex datasets, identify market trends, or improve operational efficiency]. I am confident that my familiarity with our company's [product lines/client base/internal processes] will allow me to contribute immediately to the Business Development team's objectives.

My transition to this role is motivated by my desire to [mention a specific goal, e.g., move into a more strategic, revenue-focused function]. I am particularly drawn to the Business Development team's recent work on [mention a specific company project or initiative] and believe my background in [mention a specific skill, e.g., financial modeling or CRM management] aligns perfectly with the requirements of this position.

I have discussed my interest in this transfer with my current supervisor, [Manager's Name], who is supportive of my career growth within the company. I look forward to the possibility of discussing how my internal insights and analytical expertise can support the continued expansion of [Company Name].

Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]