

[Your Full Name]
[Current Title / Practice Group]
[Current Office Location]

[Date]

[Recipient Name]
[Title, e.g., Managing Director or Head of Operations]
[Target Practice Group / Office Location]

Re: Internal Transfer Application to [Target Practice/Office Name]

Dear [Name],

I am writing to formally express my interest in transferring from the [Current Group] to the [Target Group/Office] as a [Title], effective [Proposed Start Date]. Having spent [Number] years/months with the firm, I am eager to leverage my institutional knowledge and consulting toolkit to contribute to the specific strategic objectives of the [Target Group] team.

During my tenure in [Current Group], I have focused on [Key Sector/Function]. My recent work on [Project Name/Type] allowed me to develop specialized skills in [Specific Skill, e.g., Market Entry Analysis or Post-Merger Integration] which align closely with the [Target Group]'s current portfolio. Specifically, I achieved [Key Quantitative Result or Project Outcome]. I am confident that these competencies will allow me to hit the ground running and add immediate value to your client engagements.

My desire to transfer is driven by [Brief Reason, e.g., a long-term interest in Sector X or a desire to support the firm's growth in Region Y]. I believe this transition will not only support my professional development but also foster greater cross-functional collaboration within the firm. I have discussed this potential move with my current Lead Partner, [Partner Name], who is supportive of my growth within this new vertical.

I look forward to discussing how my background and firm-specific experience can support the continued success of the [Target Group]. Thank you for your time and consideration.

Best regards,

[Your Name]
[Employee ID / Contact Extension]