

[Your Name]

[Current Office Location] | [Current Title/Level]

[Email Address] | [Phone Number]

[Date]

To: [Recipient Name/Global Mobility Lead/Hiring Partner]

Office: [Target Office Location]

Re: Internal Transfer Application - Strategy Consultant

Dear [Name/Selection Committee],

I am writing to formally express my interest in transferring from the [Current Office] to the [Target Office] as a [Current Title], effective [Proposed Start Date]. Having spent [Number] years/months with the firm's [Current Practice Area] group, I am eager to transition my strategic expertise and client management skills to the [Target Office] market.

During my tenure in [Current Office], I have focused on [Sector/Specialization]. My key contributions include:

- [Key Project/Impact 1]
- [Key Project/Impact 2]
- [Internal Initiative/Firm Building Activity]

My decision to seek a transfer to [Target Office] is driven by [Professional Reason: e.g., market growth in a specific industry, alignment with regional strategy]. I am particularly interested in contributing to the [Target Office]'s work in [Specific Industry or Practice Area]. Furthermore, [Brief Personal/Relocation Reason if applicable].

I have discussed this potential move with my current Partners, [Partner Name], and I am committed to ensuring a seamless handoff of my current engagements. I am confident that my familiarity with our firm's methodologies and my established internal network will allow me to deliver immediate value to the [Target Office] team.

Thank you for your time and consideration of my request. I look forward to discussing how my background aligns with the strategic priorities of the [Target Office].

Sincerely,

[Your Signature]

[Your Printed Name]