

[Your Name]
[Current Office / Practice Area]
[Email Address]
[Date]

[Hiring Partner/Manager Name]
[Target Office / Strategy Group]
[Firm Name]

Re: Internal Transfer Application for [Target Position/Global Strategy Consultant]

Dear [Name],

I am writing to formally express my interest in transferring from the [Current Office] to the [Target Office] as a [Target Position]. Having spent the last [Number] years within the [Current Group], I am eager to apply my experience in [Specific Industry/Function] to the strategic priorities of the [Target Region/Group].

During my tenure at [Firm Name], I have successfully led engagements focusing on [Key Project Type 1] and [Key Project Type 2]. My work with [Client Type/Global Brand] resulted in [Quantifiable Achievement, e.g., 15% operational efficiency gain], demonstrating my ability to navigate complex cross-border frameworks. I have developed a deep understanding of our firm's proprietary methodologies and look forward to leveraging this internal expertise to drive growth in [Target Market].

The [Target Office]'s focus on [Specific Area, e.g., Emerging Markets or Digital Transformation] aligns perfectly with my professional trajectory and my recent work in [Related Project]. I am confident that my established relationships within the firm and my familiarity with our global delivery model will ensure a seamless transition and immediate contribution to the team's upcoming mandates.

I have discussed this potential move with my current Lead Partner, [Partner Name], who is supportive of this transition. I look forward to the possibility of discussing how my background in [Specialty] can support the [Target Office]'s strategic objectives.

Sincerely,

[Your Signature]
[Your Printed Name]