

[Your Name]
[Current Position/Level]
[Current Practice Area/Office Location]
[Date]

To: [Hiring Partner/Managing Director Name]
[Target Practice Area/Office Location]
[Firm Name]

RE: Internal Transfer Application for [Target Role/Practice Area]

Dear [Name],

I am writing to formally express my interest in transferring from the [Current Practice/Office] to the [Target Practice/Office] as a [Target Level], effective [Requested Timeline]. Having spent [Number] years/months with the firm, I am eager to apply my experience in [Current Specialization] to the strategic objectives of the [Target Team].

During my tenure in the [Current Practice], I have consistently delivered high-impact results, including:

- [Key Achievement: e.g., Led a workstream for a \$X revenue project in the Y sector]
- [Key Achievement: e.g., Developed a proprietary tool/model adopted by the regional team]
- [Key Achievement: e.g., Managed client relationships resulting in follow-on engagements]

My motivation for this transfer is driven by [Specific Reason: e.g., a desire to specialize in the Energy sector / geographical alignment / cross-functional synergy]. I believe my proficiency in [Specific Skill/Methodology] will be a direct asset to your team's current work with [Target Client Type or Specific Project Type].

I have discussed this potential transition with my current Managing Director, [Name], who is supportive of my professional development and this move. I look forward to the possibility of discussing how my internal firm knowledge and technical skills can contribute to the continued success of the [Target Practice] group.

Sincerely,

[Your Name]