

[Your Full Name]

[Current Job Title] | [Current Department/Practice Area]

[Employee ID Number]

[Email Address]

[Date]

To: [Hiring Manager Name]

Position: [Target Role Title], Strategic Advisory Group

Dear [Manager Last Name],

Please accept this letter as a formal expression of my interest in transferring to the **Strategic Advisory** team as a **[Target Role]**. Having spent [Number] years within the [Current Department] at [Company Name], I am eager to transition my deep institutional knowledge and [Specific Skill 1] into a more strategic, client-facing advisory capacity.

During my tenure in [Current Department], I have consistently delivered [Key Achievement or Metric]. My background in [Specific Area of Expertise] has provided me with a unique perspective on [Company-Specific Challenge or Process], which I believe will be a significant asset when advising clients on long-term growth and operational transformation.

My motivation for this internal move is driven by a desire to contribute more directly to the firm's high-level consulting initiatives. Specifically, I am prepared to leverage my experience in:

- **[Relevant Skill 1]:** Applied to [Specific Strategic Outcome].
- **[Relevant Skill 2]:** Developed through [Specific Project or Client Interaction].
- **Cross-Functional Collaboration:** Proven ability to work across [List Departments] to drive results.

I am highly familiar with [Company Name]'s strategic frameworks and internal methodologies, which will allow for a seamless transition and immediate contribution to the Strategic Advisory pipeline. I have already discussed my career aspirations with my current supervisor, [Current Manager's Name], who is supportive of this application.

I look forward to the possibility of discussing how my internal background and analytical skillset align with the goals of the Strategic Advisory group.

Sincerely,

[Signature]

[Typed Name]