

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[HR Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally request an internal job transfer from my current position as [Your Current Job Title] in [Current Department] to the [Target Job Title] position in [Target Department], as recently posted on the company's internal job board.

Having been with [Company's Name] for [Duration of Employment], I have gained valuable experience and developed skills that I believe make me a suitable candidate for this new role. I am particularly drawn to the [specific aspects of the new job or department] and I am eager to contribute to [Company's Name] in a new capacity.

I would greatly appreciate the opportunity to discuss my application further. Thank you for considering my request for this transfer. I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]
[Current Department]