

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

[HR Manager's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [HR Manager's Name],

I am writing to formally request an internal transfer to the [specific position/title] in the [department name] department. After [duration] with [current department] as a [current position], I am eager to contribute my skills and experience in a new capacity.

Throughout my time at [Company Name], I have gained valuable insights and developed skills that I believe will be beneficial in the [specific position] role. [Briefly mention any relevant accomplishments or skills related to the new position.]

I am excited about the opportunity to further my career within [Company Name] and am confident that my background and dedication will bring value to the [new department].

Thank you for considering my request. I look forward to discussing this opportunity further.

Sincerely,

[Your Name]

[Your Current Job Title]

[Your Employee ID (if applicable)]