

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

[Manager's Name]
[Department Name]

KPMG

[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

Subject: Internal Transfer Request

I hope this message finds you well. I am writing to formally request an internal transfer from my current position as [Your Current Position] in the [Current Department] to the [Desired Position] in the [Desired Department].

Having been with KPMG for [duration of service] and contributing to [mention any significant contributions or projects], I believe that this transfer aligns with my professional growth and KPMG's objectives.

I am particularly drawn to the [Desired Department] because [mention reasons related to your skills, interests, and department objectives]. I am confident that my experience in [specific skills or experiences relevant to the desired position] will enable me to make a valuable contribution to the team.

I would appreciate the opportunity to discuss this request further and explore how my skills can best serve KPMG in this new capacity. Thank you for considering my application.

Sincerely,

[Your Name]
[Your Current Position]

KPMG