

[Your Name]  
[Your Job Title]  
[Your Department]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Job Title]  
[Recipient's Department]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Intra-Company Transfer

I hope this message finds you well. I am writing to formally request an intra-company transfer to [Target Department/Location] within [Company Name], effective [desired transfer date].

As you know, I have been part of the [Current Department] team for [duration] and have gained valuable experience in [specific skills or projects]. I believe that moving to [Target Department/Location] aligns with my career goals and allows me to contribute more significantly to the organization.

During my time at [Current Department], I have successfully [mention key achievements or contributions]. I am confident that my background in [relevant experience] will enable me to add value to the [Target Department/Location] team.

I would appreciate the opportunity to discuss my request further and explore how I can assist in the transition process. Thank you for considering my request. I look forward to your positive response.

Sincerely,

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