

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request an internal transfer from my current position as [Your Current Position] in the [Current Department] to the [Target Position] in the [Target Department]. After careful consideration, I believe this transition aligns with my career aspirations and will further enhance my contributions to the company. During my time in [Current Department], I have gained valuable experience in [list relevant skills or experiences]. I am eager to apply this knowledge in [Target Department] and contribute to [specific goals or projects].

I am confident that my skills in [mention key skills relevant to the target position] will be beneficial to the team. Additionally, I am enthusiastic about collaborating with [mention team or department name] to drive [specific objective or project].

I appreciate your consideration of my request. I am looking forward to discussing this opportunity further and am happy to provide any additional information needed.

Thank you for your time and support.

Sincerely,

[Your Name]
[Your Current Position]