

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an internal transfer to the position of Quality Assurance Manager within [Department/Team] at [Company's Name]. With my background in [Your Current Position] and my dedication to our company's standards of quality, I believe I would be a valuable addition to the [Target Department/Team].

During my time in [Your Current Position], I have successfully [mention any relevant achievements or contributions]. My experience in [related experience] has equipped me with the necessary skills to excel as a QA Manager. I am particularly excited about the opportunity to [mention any specific projects or objectives of the new team], and I am eager to contribute to our collective success.

I would be grateful for the opportunity to discuss my transfer further and explore how I can continue to add value to our company in this new capacity. Thank you for considering my request, and I look forward to your positive response.

Warm regards,

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