

[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 to the [Target Position/Department] within [Company Name]. After [duration] in my current role as [Your Current Position], I am eager to explore new opportunities and further develop my skills in [specific area related to the target position].

I believe that my experience in [relevant experience] and my familiarity with the company's values and culture make me a strong candidate for this position. I am excited about the possibility of contributing to the [Target Department] and bringing my [specific skills or accomplishments] to the team.

I would appreciate the opportunity to discuss this request further and understand the next steps in the transfer process. Thank you for considering my application.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Department]