

[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 am writing to formally request an internal transfer from my current position as [Your Current Job Title] in the [Current Department] to the [Target Department] for the role of [Target Job Title]. I have been with [Company's Name] for [Duration] and believe this transfer aligns with my career goals and skills.

I am excited about the opportunity to contribute to [Target Department] and believe my background in [Your Relevant Experience/Skills] would be a great asset. I am particularly drawn to [specific projects or values of the target department] and am eager to be a part of a team that [describe what the target department does].

I am happy to discuss this request further at your convenience and will ensure a smooth transition of my current responsibilities. Thank you for considering my request.

Sincerely,
[Your Name]
[Your Job Title]