

[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 position of [Desired Job Title] in the [Desired Department]. I believe this transfer aligns with my career goals and will allow me to contribute more effectively to the company.

In my time at [Company's Name], I have gained valuable experience in [mention relevant skills or experiences], which I believe would be beneficial in the [Desired Department]. I am excited about the opportunity to bring my expertise in [specific areas related to the new position] to your team.

I am eager to discuss this opportunity further and explore how I can contribute to [Desired Department]. Thank you for considering my request.

Sincerely,

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