

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

[Hiring Manager's Name]  
[Title of Hiring Manager]  
[Department of Interest]

Subject: Application for [New Position Title] - [Reference Number if applicable]

Dear [Hiring Manager's Name],

I am writing to express my formal interest in the [New Position Title] position within the [New Department Name] department, as advertised on the internal company portal. Having served as a [Current Job Title] in the [Current Department] for the past [Number] years, I am eager to advance my career within [Company Name] and contribute to our collective goals in this new capacity.

During my tenure in my current role, I have achieved several key milestones, including [Achievement 1] and [Achievement 2]. These experiences have allowed me to develop a deep understanding of our company's values and operational procedures. I believe my background in [Specific Skill or Experience] makes me a strong candidate for this advancement opportunity.

Moving into this role would allow me to apply my existing knowledge of [Company Name] while taking on the new challenges of [Specific Responsibility of New Role]. I am particularly excited about the prospect of [Mention a specific goal or project related to the new position].

I have discussed my interest in this transfer with my current supervisor, [Current Manager's Name], who is supportive of my professional growth within the organization. I have attached my updated resume for your review and would welcome the opportunity to discuss how my skills align with the needs of your team.

Thank you for your time and for considering my internal application.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Employee ID Number]  
[Phone Extension/Email]