

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

[Hiring Manager's Name]
[Target Department Name]
[Company Name]

Dear [Hiring Manager's Name],

I am writing to formally express my interest in the [Target Job Title] position within the [Target Department], as advertised on [where you saw the posting]. Having served as a [Current Job Title] in the [Current Department] for [Number] years, I am eager to apply my institutional knowledge and professional skills to this new role.

During my tenure at [Company Name], I have achieved several key milestones, including [mention a specific accomplishment] and [mention another accomplishment]. These experiences have allowed me to develop a deep understanding of our company's mission and internal processes. I am confident that my proficiency in [Skill 1] and [Skill 2] makes me a strong candidate for advancement into your team.

Moving into this role would allow me to further contribute to the company's success while expanding my professional capabilities. I am particularly excited about the opportunity to [mention a specific goal or project related to the new department].

I have attached my updated resume for your review. I would welcome the opportunity to discuss how my background and internal experience can benefit the [Target Department]. Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Employee ID/Email Address]