[Your Name]
[Your Employee ID]
[Current Department]
[Date]

[Manager's Name]
[Manager's Title]
[Current Department]

Subject: Request for Internal Departmental Transfer

Dear [Manager's Name],

I am writing to formally express my interest in transferring from my current position as [Current Job Title] in the [Current Department] to the [Target Job Title] position in the [Target Department].

I have been with [Company Name] for [Number] years/months, and I have greatly enjoyed my time working with the [Current Department] team. However, I am eager to apply my skills in [Skill 1] and [Skill 2] to the [Target Department] to further contribute to the company's goals and expand my professional development.

I believe my background in [mention a specific achievement or experience] makes me a strong candidate for this new role. I am confident that this transition will allow me to provide even greater value to the organization.

I would appreciate the opportunity to discuss this request with you in more detail. Thank you for your time and for supporting my career growth within the company.

Sincerely,

[Your Signature]
[Your Printed Name]