

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

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

Dear [Hiring Manager's Name],

I am writing to formally express my interest in the [Job Title] position within the [Target Department], as posted on [where you saw the posting]. I am currently employed as a [Current Job Title] in the [Current Department], and I am seeking a lateral transfer to apply my skills in a new context within the company.

During my [Number] years with [Company Name], I have developed a strong understanding of our internal processes and culture. In my current role, I have successfully [mention a key achievement or skill]. I believe that my background in [Current Department] will provide a unique and valuable perspective to the [Target Department] team.

I am eager to bring my experience in [mention 1-2 specific skills] to this new role. I am confident that this move will allow me to contribute more effectively to the company's goals while continuing my professional growth within the organization.

I have informed my current supervisor, [Supervisor's Name], of my interest in this transfer. I would appreciate the opportunity to discuss how my qualifications align with the needs of your team.

Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Employee ID Number]