

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Department]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Inquiry Regarding Cross-Departmental Transfer

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally inquire about the possibility of transferring to [Target Department] from my current position in [Current Department]. I have acquired skills and experiences that I believe could be beneficial to the team in [Target Department], and I am eager to contribute to new projects and challenges.

Having worked in [Current Department] for [Duration], I have developed a strong understanding of [Relevant Skills/Knowledge]. I am particularly interested in [Specific Aspects of Target Department] and wish to explore opportunities that align with my career goals.

If possible, I would appreciate the chance to discuss this matter further at your convenience. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Current Department]