

# Internal Transfer Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Department: [Your Department]

Subject: Request for Internal Transfer

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an internal transfer to the [New Project/Department Name] due to my keen interest in [briefly explain your interest in the new project or role]. I believe this opportunity aligns closely with my skills and career goals.

Over the past [duration of time] in my current role, I have gained valuable experience in [mention relevant experiences or skills], and I am eager to expand my expertise in [specific skills or areas related to the new role]. I am confident that my background would allow me to contribute effectively to the [New Project/Department].

I would appreciate the chance to discuss this opportunity further and explore how I can align my current skills with the needs of the new role. Thank you for considering my request. I look forward to your feedback.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]