

Date: [Insert Date]

To: [Manager's Name]

[Department Name]

[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request further information regarding the internal transfer opportunity for the [Position Title] in the [Target Department] that was recently advertised.

Having been with [Current Department] for [duration of employment], I am eager to explore new challenges and contribute to [Target Department] with my skills and experience. I would appreciate it if you could provide me with details regarding the application process, timelines, and any specific qualifications that are being sought for this position.

Thank you for considering my request. I look forward to your response.

Best regards,

[Your Name]

[Your Current Job Title]

[Your Contact Information]