

Letter of Inquiry for Interdepartmental Transfer

Date: [Insert Date]

To: [Manager's Name]

Department: [Current Department]

Subject: Inquiry for Interdepartmental Transfer

Dear [Manager's Name],

I hope this message finds you well. I am writing to express my interest in exploring potential opportunities within [Target Department] that align with my career growth and aspirations.

Having been with [Current Department] for [duration], I have gained valuable experience and skills that I believe could contribute positively to [Target Department]. I am particularly drawn to [specific role or project] and would appreciate the opportunity to learn more about it.

If possible, I would like to schedule a meeting to discuss this further and to understand the process for an interdepartmental transfer. Thank you for considering my inquiry.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]