TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

Sub: Department Transfer Letter

Dear **[NAME]**

My name is **[NAME]** and I’m currently a member of the technical support team here at Innovis ion. I recently learned there was an opening for a junior developer in the product department, and I’m writing to be considered for a transfer.

During my two years as a support specialist, I’ve become well-versed in the nuances of our software. I’ve developed a reputation for being able to assist customers with complex issues swiftly, consistently maintaining an average handle time well under our target goals. It was during these interactions that I realized my deep knowledge of our customers’ issues could be an asset to the product team.

I’m detail-oriented and results-driven. While I enjoy collaborating with a team, I’m also able to work independently with ease. Transferring to the product department would allow me to enhance my skills while helping to bridge the gap between our developers and our customers.

I have greatly enjoyed my time with Innovision and the relationships I’ve built here. I’m excited about the opportunity to grow with the company, and I look forward to discussing the position with you further. I can be reached at **[PHONE]**

Sincerely,