

# Application for Internal Role Upgrade

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally express my interest in the [specific position title] role that has recently become available within our team. Having been with [Company Name] for [duration] in my current role as [Your Current Position], I believe my skills and experiences align well with the requirements of the new position.

During my time at [Company Name], I have demonstrated my ability to [mention relevant skills or achievements that relate to the new position]. I am excited about the opportunity to contribute further to the team and take on new challenges that come with this upgraded role.

I would appreciate the chance to discuss my application further and share how I can positively impact the [specific team or project]. Thank you for considering my request for an upgrade to this internal role.

Best regards,

[Your Name]