

[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 hope this message finds you well. I am writing to formally express my interest in the [specific position] that has recently opened within our team. Having been a part of [Company Name] for [number of years] years and in my current role as [your current position], I believe I am well-equipped to take on the additional responsibilities that come with this position.

Throughout my tenure, I have consistently demonstrated my commitment to the team's success, particularly through [mention any relevant accomplishments or projects]. I am excited about the opportunity to further contribute to the growth and success of the company in this new role.

Thank you for considering my request. I am looking forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

[Your Name]