Subject: Expression of Interest for [Position Title]

[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 [Position Title] position that has recently become available within our team. Having been with [Company Name] for [duration of time] in the role of [Current Position], I have developed a deep understanding of our operations and core values. I believe that my skills and experience uniquely position me to contribute positively in this new capacity.

During my time in my current role, I have [mention any relevant accomplishments or projects]. These experiences have equipped me with [list relevant skills or expertise] that I am eager to apply to the [Position Title] role.

I am excited about the opportunity to take on new challenges and contribute to the ongoing success of our team. I am looking forward to discussing my application further and how I can support our department in new ways.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]