

# Expression of Interest

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Expression of Interest for Promotional Role

Dear [Manager's Name],

I am writing to formally express my interest in the promotional role of [specific position title] that was recently announced. With my current experience as a [your current position] at [Company Name] and my commitment to [related skills or accomplishments], I am excited about the opportunity to contribute to our team in a greater capacity.

In my time at [Company Name], I have successfully [mention any relevant achievements or responsibilities], which I believe has prepared me for the challenges and responsibilities of this promotional role. I am particularly drawn to this opportunity as it aligns with my career aspirations and my desire to further develop my skills in [mention areas related to the new role].

I would appreciate the opportunity to discuss my application in more detail and explore how I can contribute to the continued success of our team. Thank you for considering my expression of interest. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]