

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Hiring Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to express my interest in the Senior Analyst position that has recently become available within our department. Having been with [Company Name] for [duration], I believe my skills and experiences align well with the responsibilities of this role.

During my time as a [Your Current Position], I have successfully [mention any relevant achievements or projects], which has equipped me with the insights and skills necessary to contribute effectively at a senior level.

I am eager to take on new challenges and further support our team's goals. I would appreciate the opportunity to discuss this position with you and explore how I can contribute to [specific project or goal related to the new role].

Thank you for considering my inquiry. I look forward to your response.

Sincerely,
[Your Name]