

Internal Job Promotion Interest Letter

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Expression of Interest for Project Manager Position

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally express my interest in the Project Manager position recently posted on our internal job board. Having been a part of [Current Department/Team Name] for [Duration] and contributed to several successful projects, I believe that I possess the skills and experience necessary to excel in this new role.

Throughout my time at [Company Name], I have had the opportunity to develop my project management skills, including [specific skills or experiences relevant to the new position]. I am particularly excited about the potential to lead innovative projects that align with our company's strategic goals.

I would welcome the chance to discuss how my background, skills, and enthusiasms align with the goals of the project manager role. Thank you for considering my application. I look forward to your response.

Sincerely,

[Your Name]

[Your Current Job Title]

[Your Contact Information]