

# Letter of Candidacy for Internal Vacancy

[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 [Job Title] position that was recently posted on [where you found the job posting] within [Company Name]. Having been part of the [Current Department/Team] for [duration], I am eager to take on new challenges and contribute further to our team's success.

During my time as [Your Current Position], I have successfully [mention key achievements, skills, or projects relevant to the new position]. I believe these experiences have equipped me with the skills and perspective necessary to excel in the [Job Title] role.

I am enthusiastic about the opportunity to bring my background in [specific skills/areas of expertise] to the [New Department/Team]. I am keen to collaborate with [mention any relevant team or project] to help drive [company/goals/initiatives].

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further.

Sincerely,

[Your Name]