

Letter of Expression of Interest

Date: [Date]

[Your Name]

[Your Job Title]

[Your Department]

[Your Email]

[Your Phone Number]

[Company Name]

[Recipient's Name]

[Recipient's Job Title]

[Company Address]

Dear [Recipient's Name],

I am writing to formally express my interest in the [Internal Role Title] position that has recently opened in [Department/Team Name]. Having been a part of [Current Department/Team Name] for [Duration], I have developed a strong understanding of our organizational goals and believe that my skills align well with the requirements of the new role.

In my current position as [Your Current Job Title], I have successfully [mention any relevant achievements or experiences that relate to the new role]. I am excited about the opportunity to contribute in a new capacity and further develop my skills.

I am keen to discuss how my background, skills, and enthusiasm can be beneficial to the [Department/Team Name] in this new role. Thank you for considering my application. I look forward to the opportunity for further discussion.

Warm regards,

[Your Name]