

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to inquire about the internal job posting for the [Job Title] position within [Department/Team]. I am very interested in this opportunity and would like to learn more about the specific responsibilities and expectations associated with this role.

Having been part of [Current Department/Team] for [Duration], I believe that my experience in [Briefly mention relevant experience or skills] aligns well with the requirements of the position. I am eager to contribute to [Company/Department] in a new capacity and further develop my skills within the organization.

If possible, I would appreciate any additional information regarding the application process or any timelines I should be aware of. Thank you for considering my inquiry. I look forward to your response.

Best regards,

[Your Name]

[Your Current Position]

[Your Contact Information]