

[Your Name]

[Your Job Title]

[Your Department]

[Your Email Address]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally express my interest in the [specific position] that was recently posted on the internal job board. Having worked in [current position] for [duration of time] in the [current department], I believe I possess the skills and experience necessary to contribute effectively in this new role.

Throughout my time at [Company Name], I have successfully [mention any relevant achievements or duties that relate to the new position]. I am excited about the opportunity to take on new challenges and further develop my career within our organization.

I would appreciate your consideration of my application. I am looking forward to the possibility of discussing how my background, skills, and enthusiasms align with the needs of the [new position]. Please let me know if you require any further information or if I could provide additional details regarding my experience.

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

Sincerely,

[Your Name]