

Application for Internal Position Upgrade

Date: [Insert Date]

To,
[Manager's Name]
[Company Name]
[Company Address]

Dear [Manager's Name],

I am writing to formally express my interest in the [specific position] that was recently posted internally. Having been with [Company Name] for [duration], I have gained valuable experience in my current role as [Your Current Position] and have successfully contributed to various projects that align with the goals of the department.

In my current position, I have demonstrated [mention any relevant skills, accomplishments, or contributions], and I believe that this experience prepares me well for the responsibilities of the [specific position]. I am particularly excited about [mention any aspects of the new position that attract you], and I am eager to bring my [specific skills] to the team in a greater capacity.

Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,
[Your Name]
[Your Current Position]
[Your Contact Information]