

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to express my interest in pursuing internal career progression within [Company's Name]. Over the past [duration] in my current role as [Your Current Position], I have gained valuable experience and skills that I believe would be beneficial in [desired position/role].

I am particularly drawn to [specific aspects of the new role or department], and I am eager to contribute to [Company's Name] in a more impactful way. I would appreciate the opportunity to discuss my career aspirations and how I can continue to grow within the organization.

Thank you for considering my request. I look forward to the possibility of discussing this further.

Sincerely,

[Your Name]