

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Application for [Job Title] Position

Dear [Hiring Manager's Name],

I am writing to formally express my interest in the [Job Title] position that was recently posted on our internal job board. Having been with [Company Name] for [number of years] years as a [Your Current Job Title], I have developed a strong understanding of our goals and values, and I am eager to take on new challenges that will allow me to grow both personally and professionally.

During my time at [Company Name], I have [mention key accomplishments, skills, or projects relevant to the new position]. I believe that my background in [specific skills or experiences related to the new role] positions me as a strong candidate for this opportunity.

I am particularly excited about the chance to [mention any specific responsibilities or projects of the new role that interest you]. I am confident that my [mention relevant skills or experiences] would contribute positively to the [Team/Department Name] and support our objective of [mention any relevant company goals].

Thank you for considering my application. I would appreciate the opportunity to discuss my qualifications further and learn more about this position. I am looking forward to the possibility of continuing to grow my career with [Company Name].

Sincerely,

[Your Name]