

Internal Job Application for Promotion

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]
[Your Position]
[Department]

Dear [Manager's Name],

I am writing to formally express my interest in the [Position Title] that has recently become available in our department. After [number] years in my current role as [Your Current Position], I believe that my experience and contributions make me a suitable candidate for this promotion.

During my time at [Company Name], I have successfully [mention any key achievements or contributions]. My skills in [mention relevant skills] have allowed me to [explain how your skills benefit the company]. I am excited about the opportunity to take on greater responsibilities and further contribute to the team's success.

I am eager to discuss my application further and explore how I can contribute to the ongoing success of [Company Name] in this new role. Thank you for considering my application.

Best regards,
[Your Name]
[Your Contact Information]