

# Internal Job Application for Special Assignment

Date: [Insert Date]

[Your Name]  
[Your Job Title]  
[Your Department]  
[Your Email]  
[Your Phone Number]

[Manager's Name]  
[Manager's Job Title]  
[Company Name]  
[Company Address]

Dear [Manager's Name],

I am writing to formally express my interest in the special assignment for [specific project/position] as advertised on [where you found the position]. I believe my experience in [relevant experience] and my skills in [skills relevant to the assignment] make me a suitable candidate for this opportunity.

During my time at [Company Name], I have successfully [mention key accomplishments that relate to the assignment]. I am eager to apply this experience to contribute to the [specific project or team] and support [specific goals or objectives].

I appreciate your consideration of my application and would welcome the opportunity to discuss my candidacy further. Please let me know a convenient time for us to meet.

Thank you for your attention.

Sincerely,  
[Your Name]