

Application for Internal Role Change

Date: [Insert Date]

[Your Name]

[Your Current Job Title]

[Your Department]

[Your Contact Information]

To,

[Manager's Name]

[Manager's Job Title]

[Company Name]

Dear [Manager's Name],

I am writing to formally express my interest in the [Target Position] within the [Target Department] that was recently posted on [Where You Found the Job Posting]. Given my experience and skills, I believe I would be a great fit for this role.

Over the past [duration you've been in your current role], I have developed a strong understanding of [related skills or experiences], and I am eager to take on new challenges that will further my professional growth. I am particularly excited about the opportunity to [mention any specific responsibility or opportunity in the new role].

I sincerely appreciate your consideration of my application. I would love the chance to discuss my interest in this position further. Thank you for your time and support.

Best regards,

[Your Name]