

Letter of Candidacy

Date: [Insert Date]

To: [Hiring Manager's Name]

From: [Your Name]

Subject: Application for [Internal Position Title]

Dear [Hiring Manager's Name],

I am writing to formally express my interest in the [Internal Position Title] that has recently become available in our department. Having been with [Company Name] for [duration], I believe that my skills and experiences align well with the qualifications required for this role.

During my time as a [Current Position], I have successfully [mention any relevant achievements or responsibilities]. This experience has equipped me with [mention skills relevant to the new position]. I am excited about the possibility of contributing to our team in this new capacity.

I am particularly drawn to this position because [mention any specific reason related to the role or department]. I am eager to bring my expertise in [specific skills] to support [team or project goals].

I would appreciate the opportunity to further discuss my candidacy and how I can contribute to [Company Name] in this new role. Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Current Position]

[Your Contact Information]