

Subject: Expression of Interest in Internal Career Advancement Opportunity

Dear [Manager's Name],

I hope this message finds you well. I am writing to express my interest in the [specific position] that has recently become available within our organization. After [duration] of working in [current position/department], I believe that I have developed the necessary skills and experiences that align well with the responsibilities associated with this role.

During my time in [current role], I have successfully [mention any relevant achievements or responsibilities]. I am particularly excited about [mention any particular reasons you are interested in the new position, such as projects or goals]. I believe that my background in [mention related experience or skills] would enable me to make a positive contribution to the team and support the company's objectives.

I would appreciate the opportunity to meet and discuss how my experience and goals align with the requirements of the [specific position]. Thank you for considering my application. I look forward to your response.

Warm regards,

[Your Name]

[Your Current Position]

[Your Contact Information]