

Interest in Internal Job Opening

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally express my interest in the [Job Title] position that was recently opened within our department. Having been a part of [Current Department/Team] for [Duration], I feel that my skills and experiences align well with the requirements of this role.

In my current position as [Your Current Position], I have developed [mention any relevant skills or experiences]. I am excited about the opportunity to further contribute to our team's success in a new capacity and believe that my understanding of [mention any relevant knowledge related to the new position] will be beneficial.

I would welcome the chance to discuss how my background, skills, and enthusiasms can contribute to the [Job Title] position. Thank you for considering my application. I look forward to the possibility of this new opportunity.

Best regards,

[Your Name]

[Your Current Position]

[Your Contact Information]