

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally express my intent to apply for the [New Job Title] position that was recently posted in our department. Having been part of [Current Department/Team] for [Duration], I have gained valuable experience and skills that I believe align well with the responsibilities of the new role.

Throughout my time at [Company Name], I have enjoyed [briefly mention relevant experiences or contributions] and am eager to bring that same dedication to the [New Job Title]. I am confident that my skills in [mention specific skills relevant to the new role] will contribute to the continued success of our team.

I would appreciate the opportunity to discuss my application further at your convenience. Thank you for considering my request.

Sincerely,

[Your Name]