

# Subject: Interest in Internal Role Repositioning

Dear [Manager's Name],

I hope this message finds you well. I am writing to express my interest in the [specific position] that was recently posted within our department. As you know, I have been part of [current position] for [duration], and I believe that my skills and experience align well with the requirements of the new role.

Throughout my time here, I have successfully [mention any relevant achievements or projects]. I am excited about the opportunity to contribute to [mention any specific team goals or projects] in this new capacity.

I would appreciate the chance to discuss my potential transition into this role further. Thank you for considering my request, and I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]