

Request for Internal Job Opportunity Consideration

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Consideration for [Job Title] Position

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 posted on the internal job board. With my experience in [Your Current Position] and my passion for [related skills or tasks], I believe I would be a great fit for this role.

During my time in [Your Current Department/Team], I have had the opportunity to [mention any relevant experience or achievements]. I am excited about the possibility of contributing to [New Department/Team] and further developing my skills in [related area].

I would be grateful if you could consider my application for this position. I am more than willing to discuss my qualifications or any further details at your convenience.

Thank you for considering my request. I look forward to your positive response.

Best regards,

[Your Name]

[Your Current Job Title]

[Your Contact Information]