

# Internal Job Application for [Job Title]

[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 interest in the [Job Title] position that was posted on [where you found the job posting] on [date of posting]. I have been a part of [Current Department/Team] as a [Current Job Title] for [duration] and believe that my experience and skills align well with the requirements of this new role.

During my time at [Company Name], I have successfully [mention any relevant achievements or responsibilities that relate to the new role]. I am confident that my strong [mention any relevant skills] and understanding of our company culture make me a suitable candidate for this opportunity.

I am eager to take on new challenges and contribute to [mention any relevant projects or goals related to the new role]. I would appreciate the opportunity to discuss my application further and explore how I can be an asset to [New Department/Team].

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

[Your Name]