

Application for Interdepartmental Role

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Department Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to express my interest in the [specific role] position within [target department] as advertised [mention where you found the job posting]. With my experience in [your current department] and my strong skills in [mention relevant skills], I believe I am a suitable candidate for this position.

During my time with [Company Name], I have successfully [mention relevant experience or achievements]. This experience has equipped me with a unique perspective and valuable skills that I am eager to bring to [target department].

I am particularly drawn to this opportunity because [mention reasons why you are interested in the new role or department]. I am enthusiastic about the possibility of collaborating with the team in [target department] to [mention any goals or contributions you aim to achieve].

Thank you for considering my application. I am looking forward to the possibility of discussing this exciting opportunity with you. Please let me know if you need any further information.

Sincerely,

[Your Name]