

[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 [Position Title] position within the [Department Name] team as advertised on [where you found the job listing]. With my background in [Your Current Department/Role] and experience in [specific skills or achievements], I believe I can make a valuable contribution to your team.

Throughout my tenure at [Company Name], I have developed skills in [specific skills], which I believe are directly relevant to this new role. I am particularly impressed by [mention any specific project or aspect of the Department] and am eager to bring my expertise in [specific area relevant to the new department] to enhance our collaborative efforts.

I am excited about the opportunity to further my professional development while contributing to [Department Name]'s goals. I look forward to discussing how my background, skills, and enthusiasms align with the needs of your team.

Thank you for considering my application. I hope to speak with you soon.

Sincerely,

[Your Name]