

# Letter of Interest

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

## **Subject: Request for Consideration for Media Position Upgrade**

Dear [Recipient's Name],

I am writing to express my strong interest in the upcoming upgrade opportunities within the media department at [Company's Name]. With my [number] years of experience in media relations and my proven track record of [briefly mention relevant achievements], I believe I would be a valuable asset in a more advanced role.

In my current position as [Your Current Position], I have successfully [mention specific responsibilities or projects]. I am eager to take on new challenges and contribute to [Company's Name] in a more significant capacity.

I would greatly appreciate the opportunity to discuss this further and explore how my background aligns with the goals of your team. Thank you for considering my request.

Sincerely,

[Your Name]