

Expression of Interest for Internal Promotion

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[Company Name]

Dear [Manager's Name],

I am writing to formally express my interest in the [specific position] recently posted within our department. Having been a part of [Company Name] for [duration of employment], I have gained a comprehensive understanding of our operations and culture, and I am excited about the opportunity to contribute further in this new role.

In my current position as [Your Current Position], I have successfully [mention relevant achievements or responsibilities]. These experiences have equipped me with the skills necessary for the [specific position] and aligned my goals closely with the mission of our team.

I am eager to bring my [mention key skills or qualities] to this role and further our team's objectives. Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,

[Your Name]

[Your Contact Information]