

Letter of Intent to Apply for Internal Role

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Intent to Apply for [Position Title]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally express my intent to apply for the [Position Title] role that was recently posted in the [Department/Team Name].

Having been a part of [Current Department/Team Name] as a [Current Position] for [Duration], I have developed a strong understanding of our company's objectives and values. I believe that this experience, coupled with my skills in [mention relevant skills or achievements], make me a suitable candidate for this position.

I am excited about the opportunity to contribute further to [Company Name] in this new capacity and would appreciate the chance to discuss my application with you. Thank you for considering my interest in this role.

Best regards,

[Your Name]

[Your Current Job Title]

[Your Contact Information]