

[Your Name]

[Your Current Department/Title]

[Date]

[Hiring Manager Name or Talent Acquisition Name]

[Department of Project Vacancy]

RE: Project Manager Position - Internal Referral by [Referrer Name]

Dear *[Hiring Manager Name]*,

I am writing to formally express my interest in the Project Manager position within the *[Department Name]*, as recommended to me by *[Referrer Name/Title]*. Having spent *[Number]* years with *[Company Name]* in the *[Current Department]*, I have developed a deep understanding of our corporate culture and operational workflows.

In my current role as *[Current Job Title]*, I have successfully led initiatives such as *[Project Example 1]* and *[Project Example 2]*. These experiences have equipped me with the ability to manage cross-functional stakeholders, mitigate risks, and deliver results that align with *[Company Name]*'s strategic goals.

My familiarity with our internal systems and team dynamics allows me to transition seamlessly into this new role and contribute immediately to the *[Specific Project or Team Name]*. I am eager to apply my project management methodology to help drive the upcoming *[Objective mentioned in job posting]*.

Thank you for your time and for considering an internal candidate. I look forward to the possibility of discussing how my background aligns with the needs of your team.

Best regards,

[Your Signature]

[Your Phone Number]

[Your Employee ID/Email]