

**[Your Name]**  
[Your Job Title/Department]  
[Phone Number]  
[Email Address]

[Date]

**[Hiring Manager Name]**  
[Hiring Department]  
[Company Name]

Dear [Hiring Manager Name/Team],

I am writing to formally express my interest in the [Job Title] position within the Internal Communications team, as referred to me by [Referral Name], who is currently a [Referral's Title] in the [Referral's Department].

Having worked at [Company Name] for [Number] years, I have gained a deep understanding of our organizational culture and strategic objectives. I am eager to transition my expertise in [Current Relevant Skill/Area] to a role that focuses on strengthening our internal messaging and employee engagement. My experience with [Specific Project/Achievement] has prepared me to effectively manage the cross-departmental communication challenges unique to our company.

My background in [Relevant Experience] aligns closely with the goals of this position, specifically regarding [Specific Responsibility from Job Description]. I am confident that my internal perspective will allow me to hit the ground running and contribute immediately to the team's upcoming initiatives.

Thank you for your time and for considering my application for this internal move. I look forward to the possibility of discussing how my skills can support our team's communication goals.

Sincerely,

[Your Name]