

[Your Full Name] [Current Department] [Email Address] [Phone Number] [Date]

[Hiring Manager Name] [Target Department] [Company Name]

RE: Application for [Job Title of Promotion]

Dear [Hiring Manager Name],

Please accept this letter as a formal expression of my interest in the [Job Title] position within the [Department Name] department. Having served as an Administrative Assistant at [Company Name] for [Number] years, I have developed a deep understanding of our corporate culture, internal processes, and strategic goals. I am now eager to transition into this higher-level role to contribute more significantly to our team's success.

During my tenure in my current role, I have consistently demonstrated a commitment to operational excellence. Key highlights of my contributions include:

- [Key Achievement 1: e.g., Streamlining a specific workflow or software implementation]
- [Key Achievement 2: e.g., Supporting executive leadership or project management]
- [Key Achievement 3: e.g., Training new staff or improving filing systems]

My familiarity with [Specific Internal Software/Tools] and my established relationships across [Other Departments] allow me to hit the ground running without the need for basic institutional orientation. I am particularly excited about the opportunity to apply my skills in [Skill 1] and [Skill 2] to help the [Department Name] achieve its upcoming goal of [Specific Department Goal].

Thank you for your time and for considering my application. I look forward to discussing how my historical knowledge of the company and my professional growth can benefit the team in this new capacity.

Sincerely,

[Your Signature]

[Your Printed Name]