

[Your Full Name]
[Current Job Title]
[Current Department]
[Date]

To: [Hiring Manager Name]
[Title of Hiring Manager]
[Department]

Dear [Hiring Manager Name],

Please accept this letter as a formal expression of my interest in the **[Target Position Title]** role within the **[Department Name]** department, as advertised on **[Internal Job Board/Announcement Date]**. Having been a member of the **[Current Team]** for **[Length of Time]**, I am eager to apply my institutional knowledge and professional growth toward this leadership opportunity.

During my tenure as **[Current Title]**, I have successfully **[Key Achievement 1]** and **[Key Achievement 2]**. These experiences have provided me with a deep understanding of our company culture and operational goals. I am confident that my familiarity with our internal processes, combined with my skills in **[Specific Skill 1]** and **[Specific Skill 2]**, makes me a strong candidate for this promotion.

My primary motivation for seeking this role is to **[Reason for seeking promotion, e.g., contribute to higher-level strategy / mentor the junior team]**. I am particularly excited about the possibility of helping the department achieve **[Specific Company Goal]**.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how I can further contribute to the success of **[Company Name]** in this new capacity.

Sincerely,

[Signature]

[Your Printed Name]