

[Your Full Name]
[Current Job Title]
[Current Department/Store Location]
[Phone Number] | [Email Address]
[Date]

[Hiring Manager Name]
[Title, e.g., Store Manager / District Manager]
[Department/Company Name]

Dear [Manager Name],

Please accept this letter as a formal expression of my interest in the **[Target Position Title]** position within the **[Department Name]**, as posted on [Internal Job Board/Date]. Having served as a [Current Title] at the [Current Location] for [Number] years, I am eager to transition into this leadership role to further contribute to our team's success.

During my tenure with [Company Name], I have developed a deep understanding of our operational standards and customer service philosophy. Some of my key contributions include:

- [Key Achievement 1: e.g., Consistently exceeding sales targets or KPI metrics]
- [Key Achievement 2: e.g., Streamlining inventory processes or visual merchandising]
- [Key Achievement 3: e.g., Training new associates or resolving complex customer issues]

I am particularly drawn to this promotion because [Reason for interest in the specific new role]. My familiarity with our internal systems and existing rapport with the team will allow me to hit the ground running and ensure a seamless transition for the department.

I would welcome the opportunity to discuss how my experience and dedication to the brand align with the requirements of the [Target Position Title] role. Thank you for your time and for considering my internal application.

Sincerely,

[Your Signature]
[Your Printed Name]