

**[Full Name]**  
[Current Executive Title]  
[Current Department/Division]  
[Date]

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**To: [Hiring Executive/Selection Committee Name]**  
[Title]  
[Company Name]

**RE: Application for [Target Leadership Position Name]**

Dear [Name/Committee],

[Opening Paragraph: State your formal interest in the role. Briefly mention your tenure with the company and your commitment to the organization's long-term mission.]

[Strategic Vision & Alignment: Explain your understanding of the company's current trajectory. Detail how your leadership in this new capacity will align with the upcoming fiscal goals or cultural shifts.]

[Internal Track Record: Highlight 2-3 high-impact achievements from your current tenure. Use data to show how you have already influenced growth, efficiency, or team development within the organization.]

[Leadership Philosophy: Describe your approach to executive management, cross-departmental collaboration, and how you intend to transition your current team or responsibilities.]

[Closing: Reiterate your unique advantage as an internal candidate who understands the institutional nuances. Express readiness for a formal interview to discuss your vision for the department.]

Sincerely,

[Signature]  
[Printed Name]