

[Your Name]
[Current Internal Title]
[Current Department]
[Phone Number]
[Internal Email Address]

[Date]

[Recipient Name]
[Title, e.g., CEO or Board Chair]
[Company Name]

APPLICATION FOR PROMOTION TO MANAGING DIRECTOR

Dear [Recipient Name],

Please accept this formal expression of my interest in the Managing Director position for [Department/Business Unit]. Having served as [Current Title] within [Company Name] for [Number] years, I possess a deep understanding of our corporate culture, operational infrastructure, and long-term strategic objectives. I am eager to leverage this internal institutional knowledge to drive the next phase of our growth.

During my tenure in my current role, I have achieved several key milestones that align with the requirements of the Managing Director position:

- [Key Achievement 1: e.g., Revenue growth or cost reduction success]
- [Key Achievement 2: e.g., Leadership of a high-performing team or major project]
- [Key Achievement 3: e.g., Development of cross-departmental synergies]

My vision for the role of Managing Director involves [briefly mention 1-2 strategic goals, e.g., scaling international operations or digital transformation]. Because I am already integrated into the leadership fabric of [Company Name], I am uniquely positioned to ensure a seamless transition and immediate execution of our [Year] fiscal targets without the learning curve associated with an external hire.

I look forward to discussing how my intimate knowledge of our challenges and opportunities can be applied to the Managing Director role. Thank you for your continued mentorship and for considering my application for this internal advancement.

Sincerely,

[Your Name]