

**To:** [Hiring Manager Name / Selection Committee]

**From:** [Your Name]

**Current Position:** [Your Current Title/Department]

**Date:** [Current Date]

**Subject:** Internal Application for Senior Department Head - [Department Name]

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Dear [Recipient Name],

I am writing to formally express my interest in the Senior Department Head position for [Department Name], as recently announced. Having served as [Current Role] for [Number] years, I possess a deep understanding of our organizational culture, strategic objectives, and the specific operational challenges facing this department.

**Strategic Leadership & Vision**

[Paragraph detailing your history of leadership within the company, focusing on high-level strategy, cross-functional collaboration, and alignment with corporate goals.]

**Proven Internal Performance**

[Paragraph highlighting specific achievements in your current role, such as KPI improvements, budget management successes, or successful team development initiatives.]

**Proposed Departmental Impact**

[Paragraph outlining your immediate priorities for the department and how you intend to transition into this senior leadership role to ensure continuity and growth.]

I am eager to leverage my institutional knowledge and leadership experience to drive the [Department Name] toward its next phase of success. Thank you for your time and for considering my internal application.

Sincerely,

[Your Signature]

[Your Printed Name]

[Employee ID / Internal Extension]