

[Your Full Name]  
[Current Job Title]  
[Current Department]  
[Employee ID Number]  
[Email Address]

[Date]

[Hiring Manager Name] / [Internal Selection Committee]  
[Target Department Name]  
[Company Name]

**RE: Application for [Target Role Title] ([Job Requisition #])**

Dear [Manager Name or Selection Committee],

In light of the current corporate reorganization, I am writing to formally express my interest in the **[Target Role Title]** position within the **[Target Department]**. Having spent [Number] years with [Company Name] in my current capacity as [Current Role], I have developed a deep understanding of our corporate culture and strategic objectives.

During my tenure in [Current Department], I have successfully [Key Achievement 1] and [Key Achievement 2]. I believe my intimate knowledge of [Specific Internal Process/Software/Client Base] makes me uniquely qualified to transition into this new structure and provide immediate value to the team.

My background in [Specific Skillset] aligns directly with the goals of the reorganized [Target Department], particularly regarding [Specific Goal of the Reorg]. I am eager to apply my internal expertise to ensure a seamless transition and contribute to the success of this new operational phase.

Thank you for your time and for considering my internal application. I look forward to discussing how my experience within the company can support the objectives of the new [Target Department] team.

Sincerely,

[Signature]

[Your Printed Name]