

[Your Full Name]
[Current/Most Recent Department]
[Employee ID Number]
[Email Address]
[Phone Number]
[Date]

[Hiring Manager Name]
[Title]
[Department Name]

Re: Internal Application for [Job Title] - [Job ID/Req Number]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the [Job Title] position within the [Department Name] team. As an internal candidate currently affected by the restructuring in [Your Current Department], I am eager to transition my [Number] years of experience at [Company Name] into this new role.

During my tenure in [Current/Previous Department], I have developed a deep understanding of our company's culture, systems, and [Specific Process/Product]. Specifically, I have [Briefly list 2-3 key achievements or skills that transfer directly to the new role].

Because I am already familiar with [Internal Software/Team Workflow/Company Policy], I am confident that I can bypass the standard learning curve and contribute immediately to the objectives of the [Target Department] team. My background in [Area of Expertise] aligns closely with the requirements listed in the job description.

I value my career at [Company Name] and am committed to continuing my professional growth here. I would appreciate the opportunity to discuss how my internal knowledge and skills can support your team's upcoming projects.

Sincerely,

[Your Signature]
[Your Printed Name]