

[Your Full Name]
[Current Job Title]
[Department]
[Date]

[Hiring Manager Name]
[Title]
[Department]

RE: Application for [Target Position Name]

Dear [Manager Name],

Following our recent organizational restructuring, I am writing to formally express my interest in the [Target Position Name] role. Having served as [Current Title] within [Current Department] for [Number] years, I have a deep understanding of our team's evolving goals and am eager to contribute to our new operational structure in this elevated capacity.

During my tenure, particularly through the transition period of the last [Timeframe], I have demonstrated my ability to [mention a key accomplishment or skill relevant to the new role]. My intimate knowledge of our internal processes, combined with my commitment to [Department/Company Goal], positions me to hit the ground running and ensure stability during this period of change.

I am specifically drawn to this role because [mention one reason related to the restructure or new team direction]. I am confident that my experience in [Skill A] and [Skill B] will allow me to provide immediate value to the restructured team and help drive [specific objective].

Thank you for your time and for considering my internal application. I look forward to discussing how my background aligns with the future vision of the [Department Name] team.

Sincerely,

[Signature]
[Printed Name]