

To: [Hiring Manager Name]
From: [Your Name]
Current Role: [Current Job Title/Department]
Date: [Date]

Subject: Internal Application for [Target Position Name]

Dear [Hiring Manager Name],

I am writing to formally express my interest in the [Target Position] role within the [Department Name], following the recent announcement regarding our organization's strategic realignment. Having spent [Number] years with [Company Name], I am eager to transition my institutional knowledge and skills to support our new corporate objectives.

During my tenure in [Current Department], I have successfully [Highlight a key achievement relevant to the new strategy]. I believe my background in [Specific Skill] and [Specific Skill] positions me to help the team navigate this transition effectively. Specifically, I can contribute by:

- [Specific contribution related to new strategic goals]
- [Specific contribution regarding process improvement or continuity]
- [Specific contribution regarding cross-functional collaboration]

I am highly committed to the long-term success of [Company Name] and see this realignment as a vital step forward. I welcome the opportunity to discuss how my internal experience and adaptability can ensure a seamless integration into this new role.

Sincerely,

[Your Signature]
[Your Employee ID/Contact Extension]