

[Your Full Name]
[Your Current Job Title]
[Phone Number] \ [Email Address]
[LinkedIn Profile / Portfolio URL]

[Date]

[Hiring Manager Name]
[Department Name]
[Company Name]

Dear *[Hiring Manager Name or "Internal Hiring Team"]*,

I am writing to express my strong interest in the **Internal Technical Support Lead** position at *[Company Name]*. Having served as a *[Your Current Title]* within the team for *[Number]* years, I possess a deep understanding of our internal infrastructure and a proven track record of resolving complex technical issues while maintaining high employee satisfaction.

In my current role, I have consistently demonstrated leadership by *[Mention a key achievement, e.g., streamlining a specific ticketing process or mentoring junior staff]*. I am particularly proud of *[Describe a specific project or metric, e.g., reducing average resolution time by X%]*. These experiences have prepared me to step into a leadership capacity where I can align our support strategies with the company's broader operational goals.

My technical proficiency in *[Specific Systems/Software, e.g., Active Directory, MDM, ITSM tools]*, combined with my commitment to improving internal workflows, makes me an ideal candidate for this lead role. I am eager to transition into this position to help foster a culture of technical excellence and proactive problem-solving within our department.

Thank you for your time and for considering my application. I look forward to the opportunity to discuss how I can further contribute to the success of *[Company Name]* as the Technical Support Lead.

Sincerely,

[Your Signature]
[Your Printed Name]