

TO: [Name of Recipient/CEO]
FROM: [Your Name]
POSITION: [Current Job Title]
DATE: [Date]

RE: Internal Application for Chief Strategy Officer

Dear [Name],

I am writing to formally express my interest in the **Chief Strategy Officer** position at [Company Name]. Having spent [Number] years within the organization, I have developed a deep understanding of our operational strengths and the market challenges we face. I am eager to transition into this executive role to lead our long-term strategic vision.

During my tenure in [Current Department], I have consistently focused on [Key Achievement or Core Competency]. I believe my intimate knowledge of our corporate culture, combined with my track record of [Specific Success Metric or Project], uniquely positions me to align our internal capabilities with our global growth objectives.

My primary goals for the CSO role include:

- [Strategic Objective 1]
- [Strategic Objective 2]
- [Strategic Objective 3]

I am prepared to leverage my existing relationships across the leadership team to ensure a seamless transition and immediate impact on our [Fiscal Year/Quarter] goals. I welcome the opportunity to discuss how my vision for the company's future aligns with the board's expectations.

Thank you for your time and continued support of my professional growth within [Company Name].

Sincerely,

[Your Signature]
[Your Printed Name]