

[Your Name]

[Current Director Title]

[Current Department]

[Date] **To: [Hiring Manager Name]**

[Title of Hiring Manager]

[Target Department] **RE: Internal Application for [Target Director Position Title]** Dear [Hiring Manager Name], I am writing to formally express my interest in the **[Target Director Position Title]** role within the **[Target Department]**. Having spent the last **[Number]** years as **[Current Title]**, I have developed a deep understanding of **[Company Name]**'s strategic objectives and cross-functional ecosystem. I am eager to leverage my leadership experience to drive **[Specific Goal/Initiative]** for your team. During my tenure in **[Current Department]**, my primary focus has been on **[Core Responsibility]**. My notable achievements include:

- **[Key Achievement 1]:** Spearheaded [Project] which resulted in a [Percentage/Dollar Amount] increase in [Metric].
- **[Key Achievement 2]:** Led a cross-functional team of [Number] to streamline [Process], reducing operational costs by [Percentage].
- **[Key Achievement 3]:** Mentored [Number] high-potential managers, fostering a culture of internal promotion and talent retention.

This transition represents a natural evolution of my career at **[Company Name]**. My existing relationships with **[Department A]** and **[Department B]** will allow me to bypass the traditional onboarding curve and deliver immediate impact. I am particularly drawn to this role because of its focus on **[Specific Aspect of New Role]**, where I believe my background in **[Specific Skillset]** will be a significant asset. I welcome the opportunity to discuss how my strategic vision for the **[Target Department]** aligns with the broader company roadmap for the upcoming fiscal year. Thank you for your time and for considering my internal candidacy. Sincerely,

[Your Signature]

[Your Printed Name]