

INTERNAL APPLICATION: [Department Head Role Name]

TO: [Name of Hiring Executive/Selection Committee]

FROM: [Your Name]

CURRENT ROLE: [Your Current Title]

DATE: [Current Date]

Dear [Name of Hiring Lead],

RE: Expression of Interest for [Department Name] Leadership

[Paragraph 1: State your formal intent to apply. Briefly mention your tenure with the company and your most significant high-level contribution to date.]

Strategic Vision & Departmental Alignment

[Paragraph 2: Outline your vision for the department. Explain how your leadership will align with the company's current 3-5 year strategic goals. Highlight your understanding of internal corporate culture and operational nuances.]

Executive Leadership & Proven Impact

[Paragraph 3: Detail specific metrics, fiscal achievements, or organizational improvements you have spearheaded in your current role. Focus on cross-departmental collaboration and team development.]

Transition & Continuity

[Paragraph 4: Address how you will manage the transition. Emphasize your ability to maintain operational continuity while implementing necessary departmental evolution.]

Thank you for your time and for considering my continued growth within [Company Name]. I look forward to discussing how my leadership can drive the next phase of success for the [Department Name] team.

Sincerely,

[Your Signature]

[Your Typed Name]