

[FULL NAME]  
[CURRENT EXECUTIVE TITLE]  
[CURRENT DEPARTMENT/DIVISION]  
[INTERNAL EXTENSION/EMAIL ADDRESS]

[Date]

[Hiring Executive/Board Member Name]  
[Title]  
[Company Name]

**RE: Application for [Target Executive Position] - Internal Candidacy**

Dear [Name],

I am writing to formally express my interest in the **[Target Position Title]** role within **[Department/Division]**. Having spent the last **[Number]** years contributing to our organization's success as **[Current Title]**, I am eager to leverage my institutional knowledge and strategic leadership experience to drive the next phase of growth in this new capacity.

Throughout my tenure at **[Company Name]**, I have achieved significant milestones, including **[Major Accomplishment 1]** and **[Major Accomplishment 2]**. These experiences have provided me with a deep understanding of our corporate culture, operational intricacies, and long-term objectives. I am uniquely positioned to ensure a seamless transition while immediately addressing **[Specific Current Challenge or Goal of the New Role]**.

My vision for the **[Target Department]** involves **[Brief Strategy or Leadership Philosophy]**. I am confident that my proven track record in **[Skill 1: e.g., P&L Management]** and **[Skill 2: e.g., Cross-functional Transformation]** will allow me to deliver measurable results that align with our current fiscal year targets and beyond.

I welcome the opportunity to discuss how my transition into this leadership role will support the company's broader strategic roadmap. Thank you for your continued confidence in my leadership.

Sincerely,

[Full Name]