

[Full Name]

Current Position: [Current Job Title]

Current Department: [Current Department/Region]

[Phone Number] | [Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

Dear [Recipient Name/Search Committee],

RE: Internal Application for Managing Director - [Target Department/Region]

Please accept this formal expression of interest regarding the Managing Director position within the [Target Department/Region]. Having served as [Current Title] for the past [Number] years, I have a deep-rooted understanding of [Company Name]'s corporate culture, strategic objectives, and operational framework. I am eager to leverage my institutional knowledge to drive growth and excellence in this new capacity.

During my tenure in [Current Department], I successfully [mention a high-level achievement, e.g., increased regional revenue by X% or led a cross-functional digital transformation]. These experiences have equipped me with the executive leadership skills necessary to navigate the complexities of the Managing Director role. I am particularly drawn to this opportunity because of [mention a specific company goal or challenge the new role addresses].

My intimate familiarity with our internal stakeholders and global processes will allow for a seamless transition, ensuring zero downtime in leadership momentum. I am prepared to apply my expertise in [Skill 1], [Skill 2], and [Skill 3] to help the [Target Department/Region] achieve its upcoming milestones of [specific goal].

Thank you for your time and for considering my candidacy for this internal advancement. I look forward to discussing how my vision for the [Target Department/Region] aligns with our broader corporate strategy.

Sincerely,

[Full Name]