

[Your Name]
[Current Job Title]
[Current Department]
[Date]

[Hiring Manager's Name]
[Hiring Manager's Title]
[Supply Chain Department Name]

Dear [Hiring Manager Name],

Please accept this letter as a formal expression of my interest in the **Supply Chain Data Analyst** position within the [Department Name] team. Having served as [Current Title] at [Company Name] for [Number] years, I am eager to leverage my institutional knowledge and technical analytical skills to drive data-informed efficiency within our global supply chain operations.

During my tenure in the [Current Department], I have developed a deep understanding of our [specific internal process or ERP system]. I have consistently utilized [List Tools, e.g., SQL, Power BI, Excel] to [mention a brief internal achievement, e.g., reduce lead time or optimize inventory]. Transitioning into this role would allow me to apply these competencies to larger-scale supply chain challenges, specifically focusing on [KPIs like freight costs, vendor performance, or demand forecasting].

My familiarity with our internal data architecture and cross-departmental workflows will allow me to hit the ground running and provide immediate value to the team. I am particularly excited about the opportunity to help the Supply Chain department achieve its goal of [mention a known company goal or initiative].

Thank you for your time and for considering my application for this internal advancement. I look forward to discussing how my analytical background and internal experience can contribute to the team's success.

Sincerely,

[Your Signature]

[Your Printed Name]