

[Your Name]
[Current Job Title]
[Current Department]
[Employee ID Number]

[Date]

[Hiring Manager Name]
[Title, e.g., CFO or Operations Director]
[Department Name]

INTERNAL APPLICATION: FINANCIAL CONTROLLER - [PLANT LOCATION/DIVISION]

Dear [Mr./Ms./Mx. Last Name],

Please accept this letter as a formal expression of my interest in the Financial Controller position for the [Division/Plant Name], as advertised on the internal career portal. Having served as [Current Role] for the past [Number] years, I have developed a deep understanding of our manufacturing workflows, cost structures, and corporate reporting requirements.

During my tenure with [Company Name], I have successfully [mention a specific internal achievement, e.g., streamlined the month-end close for the assembly division or implemented a new labor variance tracking system]. These experiences have provided me with a unique vantage point on our current financial challenges and the operational nuances specific to our production environment.

My objective as Financial Controller would be to bridge the gap between shop-floor metrics and executive financial goals. I am particularly eager to apply my expertise in [mention 2-3 skills, e.g., Standard Costing, ERP Optimization, or Inventory Management] to drive margin improvements and enhance internal controls within the [Specific Department].

I am grateful for the professional growth I have experienced within [Company Name] thus far and welcome the opportunity to discuss how I can contribute to our financial leadership team in this new capacity.

Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]