

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

[Hiring Manager Name]  
[Target Department Name]  
[Company Name]

**RE: Internal Application for [Specific Administrative Position Title]**

Dear [Hiring Manager Name],

Please accept this letter as my formal expression of interest for the [Position Title] role within the [Target Department], as advertised on the internal careers portal. Having served as a [Current Title] in the [Current Department] for [Number] years, I am eager to leverage my institutional knowledge and administrative expertise to support the goals of the [Target Department] team.

During my tenure with [Company Name], I have developed a deep understanding of our corporate culture and internal processes. My key contributions include:

- [Specific achievement or process improvement]
- [Specific software proficiency or administrative skill]
- [Specific project or cross-departmental collaboration]

I am particularly drawn to this opportunity because of [Reason for interest in this specific department]. I am confident that my familiarity with company-wide systems and my proven track record of administrative excellence will allow for a seamless transition and immediate contribution to your team.

Thank you for your time and for considering my internal application. I look forward to the possibility of discussing how my background aligns with the needs of the [Target Department].

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Employee ID / Extension]