

[Your Name]

[Current Job Title]

[Current Department]

[Date]

[Hiring Manager Name]

[Title]

[Target Department]

RE: Internal Application for Executive Administrative Assistant - [Job ID/Reference]

Dear [Hiring Manager Name],

Please accept this letter as a formal expression of interest for the Executive Administrative Assistant position within the [Target Department]. Having served as [Current Title] in the [Current Department] for the past [Number] years, I have developed a deep understanding of [Company Name]'s corporate culture, strategic goals, and operational workflows.

In my current role, I have successfully managed [Key Responsibility, e.g., complex scheduling or departmental budgets] and contributed to [Specific Company Achievement]. I am eager to transition my skills in executive support, project coordination, and confidential information management to serve [Executive Name/Title] and the broader objectives of your team.

My tenure at [Company Name] has equipped me with a unique institutional knowledge that allows me to anticipate needs and streamline processes more effectively than an external candidate. I am particularly proud of my work on [Specific Internal Project], which resulted in [Quantifiable Outcome].

I am confident that my familiarity with our internal systems and my commitment to the company's long-term vision make me an ideal fit for this role. Thank you for your time and for considering my internal application. I look forward to the possibility of discussing how I can support the [Target Department] team.

Sincerely,

[Your Signature]

[Your Printed Name]