

To: [Hiring Manager Name]

From: [Your Name]

Current Position: [Current Job Title / Department]

Date: [Date]

Subject: Internal Application for Legal Administrative Assistant - [Department/Office Location]

Dear [Hiring Manager Last Name],

Please accept this letter as a formal expression of my interest in the Legal Administrative Assistant position within the [Target Department], as recently posted on the internal career portal. Having served as a [Current Role] with [Firm/Organization Name] for [Number] years, I am eager to apply my institutional knowledge and administrative expertise to this new role.

During my tenure in the [Current Department], I have developed a deep understanding of our firm's operational standards and documentation protocols. My current responsibilities include [Current Task 1] and [Current Task 2], which have prepared me to handle the rigorous demands of legal filing, calendar management, and client communication required by the [Target Department] team.

Key contributions during my time with the firm include:

- [Achievement or specific skill relevant to legal support]
- [Achievement or specific skill relevant to legal support]
- Extensive familiarity with internal software systems including [Software Names].

I am confident that my familiarity with our firm's culture and my proven track record of administrative efficiency will allow for a seamless transition. I look forward to the possibility of discussing how my background aligns with the needs of the [Target Department].

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]