

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

[Hiring Manager Name]  
[Title of Hiring Manager]  
[Target Department Name]

Dear [Hiring Manager Name],

Please accept this letter as a formal expression of my interest in the [Target Job Title] position within the [Target Department], as advertised on the [Internal Job Board/Company Portal]. Having served as a [Current Title] in the [Current Department] for the past [Number] years, I am eager to apply my institutional knowledge and administrative expertise to this new role.

During my tenure with [Company Name], I have developed a deep understanding of our corporate culture, internal software systems, and operational workflows. In my current role, I have successfully [Mention a specific accomplishment, e.g., streamlined the departmental filing system or managed executive calendars], which resulted in [Mention a positive outcome]. I am confident that these skills will allow me to transition seamlessly into the [Target Department] and provide immediate support to your team.

My background in [Mention a relevant skill, e.g., project coordination or vendor management] aligns closely with the requirements outlined in the job description. Furthermore, my familiarity with our internal stakeholders and cross-departmental processes will minimize the typical learning curve associated with a new hire, ensuring continued productivity for the [Target Department].

I am grateful for the opportunities I have had within the [Current Department] and look forward to the possibility of continuing my professional growth within [Company Name] in this new capacity. Thank you for your time and for considering my internal application.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Internal Extension/Email Address]