

[Your Full Name]

Current Department: [Your Current Department]

Current Extension/Phone: [Your Phone Number]

Date: [Current Date]

[Hiring Manager Name]

[Title of Hiring Manager]

[Target Department Name]

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

Dear [Hiring Manager Name],

I am writing to formally express my interest in the Senior Administrative Assistant position within the [Target Department Name] department, as advertised on the internal careers portal. Having served as a [Your Current Job Title] in the [Current Department] for the past [Number] years, I am eager to apply my institutional knowledge and administrative expertise to support your team's strategic goals.

During my tenure with [Company Name], I have developed a deep understanding of our corporate culture, internal software systems, and operational protocols. In my current role, I have successfully:

- [Key Achievement 1: e.g., Streamlined departmental scheduling or budget tracking]
- [Key Achievement 2: e.g., Managed high-level executive correspondence or event planning]
- [Key Achievement 3: e.g., Improved a specific internal process that saved time/resources]

My familiarity with [Specific Company Software/Tools] and my established relationships across various departments allow me to transition into this new role with minimal oversight and immediate productivity. I am particularly drawn to this opportunity because of [Specific reason for wanting to move to this specific department].

I look forward to the possibility of discussing how my internal experience and commitment to [Company Name]'s mission make me a strong fit for your team. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]