

[Your Full Name]
[Current Job Title/Department]
[Phone Number]
[Email Address]

[Date]

[Hiring Manager Name]
[Title]
[Department/Division]

RE: Application for Internal Logistics Coordinator Position

Dear [Manager Name],

I am writing to formally express my interest in the Internal Logistics Coordinator position within the [Department Name]. Having served as [Current Position] at [Company Name] for [Number] years, I possess a deep understanding of our internal supply chain, departmental workflows, and the specific operational challenges unique to our organization.

Throughout my tenure in my current role, I have consistently demonstrated a commitment to operational efficiency. Key achievements that align with the requirements of this coordinator role include:

- [Key Achievement 1: e.g., Improving inventory tracking accuracy]
- [Key Achievement 2: e.g., Streamlining inter-departmental communication]
- [Key Achievement 3: e.g., Reducing lead times or shipping costs]

My familiarity with our existing [Software/ERP System] and my established relationships with the [Name] and [Name] teams will allow me to transition into this role with minimal downtime. I am eager to apply my analytical skills to optimize our internal distribution networks and support the company's broader strategic goals.

Thank you for considering my internal application. I look forward to the possibility of discussing how my institutional knowledge and logistical expertise can contribute to the team's continued success.

Sincerely,

[Your Signature]
[Your Printed Name]