

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

[Date]

[Hiring Manager Name]  
[Title, e.g., Chief Technology Officer]  
[Company Name]

Dear [Manager Name],

Please accept this formal expression of my interest in the **Head of Quality Assurance** position within [Company Name]. Having served as [Current Role] for the past [Number] years, I possess a deep understanding of our product lifecycle, current QA bottlenecks, and the strategic vision required to elevate our department's standards.

During my tenure in the [Current Department], I have successfully [mention a key internal achievement, e.g., reduced bug leakage by X% or implemented a new automation framework]. This experience has provided me with unique insights into our organizational culture and the specific technical challenges our team faces. As Head of QA, my primary objective would be to [mention a primary goal, e.g., transition to a continuous testing model or integrate AI-driven testing tools].

My leadership approach focuses on bridging the gap between development and quality objectives while mentoring our existing talent. I am prepared to leverage my internal relationships to foster better cross-departmental collaboration and ensure that quality is a shared responsibility across the entire SDLC.

I am eager to discuss how my transition into this leadership role will ensure continuity while driving the innovation necessary for our upcoming [mention a specific upcoming project or product launch]. Thank you for your time and for considering my internal application.

Sincerely,

[Your Signature]

[Your Printed Name]