

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

[Hiring Manager Name]
[Title]
[Department]

Dear [Name],

I am writing to formally express my interest in the Senior Research Associate position within the [Department Name] department. Having served as a [Current Title] for the past [Number] years, I am eager to leverage my institutional knowledge and technical expertise to contribute to the team at a more strategic level.

During my tenure with [Company Name], I have consistently delivered high-quality results, most notably [Highlight a key project or research achievement]. My familiarity with our internal protocols and [specific software/methodology] has allowed me to [mention an efficiency or improvement you created]. I have also taken the initiative to [mention a leadership task, such as mentoring juniors or managing a specific lab process], demonstrating my readiness for the responsibilities associated with a senior role.

My goals for this new role include:

- [Goal 1: e.g., Increasing throughput of specific assays]
- [Goal 2: e.g., Leading the upcoming project on X]
- [Goal 3: e.g., Enhancing cross-departmental data collaboration]

I am deeply committed to the mission of [Company Name] and look forward to the possibility of expanding my impact as a Senior Research Associate. Thank you for your time and for considering my application for this promotion.

Sincerely,

[Your Signature]
[Your Printed Name]