

**To:** *[Hiring Manager Name]*  
**Title:** *[Title/Department]*  
**Date:** *[Current Date]*

Dear *[Hiring Manager Name]*,

Please accept this letter as a formal expression of my interest in the **Business Development Executive** position within the *[Department Name]* team. Having served as *[Current Job Title]* at *[Company Name]* for the past *[Duration]*, I am eager to apply my internal knowledge and professional experience to drive new revenue growth for our organization.

During my tenure in my current role, I have successfully achieved several key milestones, including *[Achievement 1]* and *[Achievement 2]*. My deep understanding of our *[Product/Service]* and our current client base positions me to transition seamlessly into this role and begin contributing to our business development targets immediately.

I am particularly drawn to this opportunity because of *[Specific reason for wanting to move into BD/specific company goal]*. I am confident that my skills in *[Skill 1, e.g., strategic prospecting]* and *[Skill 2, e.g., relationship management]* will allow me to effectively identify and convert high-value opportunities for the firm.

Thank you for considering my internal application. I look forward to the possibility of discussing how I can further contribute to *[Company Name]*'s success in this new capacity.

Sincerely,

*[Your Full Name]*  
*[Current Department]*  
*[Employee ID/Phone Number]*