

[Your Full Name]

[Your Current Job Title / Department]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Title]

[Department]

**RE: Application for Internal Business Development Manager**

Dear [Hiring Manager Name],

I am writing to formally express my interest in the Internal Business Development Manager position. Having spent [Number] years within the [Current Department] department at [Company Name], I have developed a deep understanding of our corporate culture, product ecosystem, and strategic goals. I am eager to leverage this internal insight to drive revenue growth and expand our market presence.

In my current role as [Current Title], I have consistently demonstrated my ability to [mention a key achievement or skill, e.g., exceed sales targets/manage key accounts]. My intimate knowledge of our internal processes and cross-departmental relationships positions me to hit the ground running, fostering the collaboration necessary to identify and capitalize on new business opportunities.

Key contributions during my tenure include:

- [Achievement 1: e.g., Successfully spearheaded a project that increased efficiency by X%]
- [Achievement 2: e.g., Developed a rapport with X key stakeholders leading to Y results]
- [Achievement 3: e.g., Consistently met or exceeded performance KPIs for the last X quarters]

I am particularly drawn to this role because of [mention a specific company initiative or goal]. I am confident that my transition into the Business Development team will be seamless and that my established reputation for [Soft skill: e.g., leadership/strategic thinking] will serve the department well.

Thank you for considering my application from within the team. I look forward to the possibility of discussing how my internal experience can contribute to our company's continued expansion.

Sincerely,

[Your Name]

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