

[Your Name]
[Current Job Title]
[Current Department]

[Date]

[Hiring Manager Name]
[Title]
[Company Name]

RE: Application for Business Development Director

Dear [Hiring Manager Name],

As a dedicated member of the [Current Department] team for the past [Number] years, I am writing to formally express my interest in the Business Development Director position. Having contributed to our recent successes in [Current Project or Region], I am eager to apply my internal institutional knowledge and strategic vision to drive the company's long-term growth objectives at a leadership level.

During my tenure as [Current Title], I have developed a deep understanding of our product ecosystem and client base. My key contributions include:

- [Internal Achievement 1: e.g., Revenue growth or successful cross-departmental initiative]
- [Internal Achievement 2: e.g., Streamlining a specific sales or partnership process]
- [Internal Achievement 3: e.g., Mentorship or leadership within your current team]

My unique advantage as an internal candidate is my established relationship with the [List Departments, e.g., Product, Engineering, or Marketing] teams. I understand our operational strengths and the specific challenges we face in the current market. As Business Development Director, my immediate focus would be [Specific Strategic Goal, e.g., expanding into the enterprise sector or optimizing the partner lifecycle].

I am grateful for the opportunities I have had within [Company Name] thus far and am excited about the possibility of leading our business development strategy. Thank you for your time and for considering my application.

Sincerely,

[Your Signature]

[Your Printed Name]