

**[Your Name]**  
[Current Job Title]  
[Current Department]  
[Email Address]  
[Date]

**[Hiring Manager Name]**  
[Title]  
[Department]

RE: Internal Application for Regional Business Development Coordinator

Dear [Hiring Manager Name],

I am writing to formally express my interest in the Regional Business Development Coordinator position within [Region Name]. Having spent [Number] years with [Company Name] in the [Current Department] department, I have developed a deep understanding of our corporate culture and market objectives. I am eager to transition into this regional role to help drive our strategic growth initiatives.

During my tenure as [Current Role], I have consistently [Achievement 1 relevant to growth or coordination]. My familiarity with our internal CRM systems and existing client base in the [Specific Region] provides me with a unique advantage in identifying untapped opportunities and streamlining regional communication. I have successfully [Achievement 2 involving collaboration or project management], which I believe aligns directly with the requirements of this role.

My goal in this new position is to leverage my internal network and institutional knowledge to enhance our regional outreach and support the business development team in exceeding quarterly targets. I am particularly excited about the possibility of [Specific Regional Goal or Project].

Thank you for considering my application from within the team. I look forward to the opportunity to discuss how my background and my commitment to [Company Name]'s success make me the ideal candidate for this role.

Sincerely,

[Your Name]