

To: [Hiring Manager Name] **From:** [Your Name] **Current Role:** [Your Current Job Title] **Date:** [Date] **Subject:** Internal Application: Senior Business Development Specialist

Dear [Hiring Manager Name],

[Introduction: State your intent to apply for the Senior Business Development Specialist position and your current tenure with the company.]

Strategic Contributions & Current Performance

[Paragraph outlining recent achievements in your current role, specific revenue targets met, or key partnerships managed. Mention internal processes you have improved.]

Institutional Knowledge & Value Proposition

[Explain how your existing understanding of the company's product suite and client base will accelerate growth in this senior capacity. Highlight cross-departmental relationships.]

Core Competencies

- [Key Skill: e.g., Strategic Pipeline Management]
- [Key Skill: e.g., High-Level Negotiation]
- [Key Skill: e.g., Market Expansion Strategy]

[Closing: Reiterate commitment to the company's long-term vision and request a formal interview.]

Sincerely,

[Your Name]

[Your Employee ID / Contact Extension]