

**[Your Full Name]**  
[Current Job Title]  
[Current Department]  
[Phone Number]  
[Work Email Address]

[Date]

**[Hiring Manager Name]**  
[Title, e.g., Director of Nursing/Clinical Operations]  
[Department Name]

**RE: Internal Application for Clinical Coordinator - [Unit/Department Name]**

Dear [Hiring Manager Name],

Please accept this letter as a formal expression of my interest in the Clinical Coordinator position within [Department Name], as advertised on the internal careers portal. Having served as a [Current Title] within [Current Department] for the past [Number] years, I am eager to transition into this leadership role to further support our facility's commitment to clinical excellence and patient safety.

During my tenure at [Organization Name], I have developed a deep understanding of our institutional protocols, EMR systems, and departmental workflows. My recent achievements include [Briefly mention a specific achievement, such as "improving patient discharge efficiency by 15%" or "mentoring three new staff members"]. These experiences have prepared me to manage the complex scheduling, staff coordination, and regulatory compliance tasks required of a Clinical Coordinator.

I am particularly drawn to this role because of [Specific reason, e.g., the department's focus on specialized care or a recent initiative]. I am confident that my familiarity with our internal teams and my proven ability to remain composed under clinical pressure will allow for a seamless transition into the leadership team.

Thank you for your time and for considering my internal application. I look forward to the possibility of discussing how I can contribute to the continued success of the [Department Name] team in this new capacity.

Sincerely,

**[Your Name]**