

[Your Name]
[Current Job Title]
[Date]

[Supervisor or Hiring Manager Name]
[Title]
[Organization Name]

Dear [Name],

Please accept this letter as a formal expression of my interest in the Executive Assistant position at [Organization Name]. Having served as [Current Title] for the past [Number] years, I have developed a deep commitment to our mission of [Mission Statement/Core Goal] and possess an intimate understanding of our internal operations.

During my tenure here, I have successfully [Key Achievement 1, e.g., streamlined departmental scheduling] and [Key Achievement 2, e.g., managed communications for the donor outreach program]. These experiences have equipped me with the organizational precision and discretion required to support our executive leadership effectively. I am already familiar with our organizational culture, key stakeholders, and the strategic objectives outlined in our current [Annual Plan/Strategic Initiative].

I am particularly eager to transition into this role to provide higher-level administrative support that allows our leadership team to focus on [Specific Organizational Goal]. My background in [Specific Skill, e.g., Grant Reporting or Board Relations] ensures that I can hit the ground running without the typical learning curve of an external hire.

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

Sincerely,

[Your Signature]
[Your Printed Name]