

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

[Date]

[Chief of Staff Name]
Chief of Staff
[Company Name]

Dear [Chief of Staff Name],

Please accept this letter as a formal expression of my interest in the Executive Assistant to the Chief of Staff position. Having served as [Current Title] within [Current Department] for [Number] years, I have developed a deep understanding of [Company Name]'s internal operations and strategic priorities. I am eager to leverage this institutional knowledge to provide high-level administrative and strategic support directly to your office.

During my tenure at [Company Name], I have successfully managed [List a key internal achievement or project]. This experience has allowed me to refine my skills in complex calendar management, cross-departmental coordination, and sensitive communication. My familiarity with our corporate culture and executive workflows ensures that I can transition into this role with minimal oversight and immediate impact.

In my current role, I have consistently demonstrated the ability to [Mention a specific skill like "anticipate executive needs" or "streamline reporting processes"]. I am particularly drawn to this promotion because I am committed to the long-term vision of the Chief of Staff's office and am prepared to handle the increased level of confidentiality and project oversight required by the position.

I would welcome the opportunity to discuss how my internal experience and dedication to the company's growth align with the requirements of your team. Thank you for your time and for considering my application for this internal advancement.

Sincerely,

[Your Signature]

[Your Printed Name]