

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

To: [Hiring Manager Name]
[Executive Title]
[Department/Company Name]

Dear [Name],

Please accept this formal application for the position of **Executive Assistant** to [Executive Name/Title], as advertised internally. Having served as [Current Title] within [Department] for the past [Duration], I possess a deep understanding of our corporate culture and operational objectives.

During my tenure at [Company Name], I have successfully [Major Accomplishment 1] and [Major Accomplishment 2]. These experiences have refined my skills in high-level calendar management, confidential communication, and proactive project coordination. I am eager to leverage my institutional knowledge to provide seamless administrative support at the executive level.

I am particularly drawn to this role because of [Reason for seeking promotion/interest in specific executive's workflow]. My familiarity with our internal systems and stakeholder relationships will allow me to transition into this position with minimal lead time and immediate impact.

Thank you for considering my application. I look forward to the possibility of discussing how my background aligns with the needs of the executive office.

Sincerely,

[Your Signature]
[Your Printed Name]