

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

**[Hiring Manager Name]**  
[Title]  
[Company Name]

Dear [Hiring Manager Name],

Please accept this formal expression of interest in the [Lead Executive Assistant] position within the [Department/Executive Office]. Having served as [Current Title] for the past [Number] years, I am eager to leverage my institutional knowledge and administrative expertise to provide high-level strategic support at the leadership level.

During my tenure with [Company Name], I have developed a deep understanding of our corporate culture, operational workflows, and organizational goals. My recent accomplishments include [Key Achievement 1] and [Key Achievement 2]. These experiences have prepared me to manage the complex scheduling, cross-departmental coordination, and confidential project management required of a Lead Assistant.

I am particularly drawn to this role because it allows me to mentor junior administrative staff while streamlining executive operations. I am confident that my proven track record of [Specific Skill, e.g., process optimization or stakeholder management] will ensure a seamless transition and immediate value to the executive team.

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

Sincerely,

[Your Signature]  
**[Your Printed Name]**