

[Your Full Name]
[Current Internal Job Title]
[Current Department]
[Employee ID Number]
[Email Address]
[Phone Extension/Direct Line]

[Date]

[Hiring Manager Name]
[Title/Partner Name]
[Law Firm/Company Name]
[Building/Office Location]

RE: Application for Promotion to Legal Executive Assistant - [Reference Number]

Dear [Mr./Ms./Mx. Last Name],

I am writing to formally express my interest in the Legal Executive Assistant position within the [Practice Area/Department Name] team, as advertised on the internal career portal. Having served as a [Current Position] at [Company Name] for [Number] years, I possess a deep understanding of our firm's culture, workflow protocols, and commitment to client excellence.

During my tenure in the [Current Department], I have consistently demonstrated the high-level organizational and administrative skills required for this executive role. My key contributions include:

- [Achievement 1: e.g., Streamlining calendar management for senior partners]
- [Achievement 2: e.g., Preparing complex legal documents and court filings with 100% accuracy]
- [Achievement 3: e.g., Coordinating multi-jurisdictional travel and billing cycles]

This promotion would allow me to leverage my institutional knowledge to provide seamless support to the executive leadership. I am already proficient in our firm's specific software, including [Software Name 1] and [Software Name 2], ensuring a zero-downtime transition into this elevated role.

I welcome the opportunity to discuss how my evolving skill set and proven loyalty to [Company Name] make me the ideal internal candidate for this position. Thank you for your time and continued consideration.

Sincerely,

[Your Signature]

[Your Printed Name]