

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

[Hiring Manager Name]
[Title]
[Department/Executive Office]

Dear [Hiring Manager Name],

Please accept this formal expression of interest in the Senior Executive Assistant position supporting [Executive Name/Department]. Having served as [Current Title] within [Company Name] for the past [Number] years, I possess a deep understanding of our corporate culture, strategic objectives, and operational workflows.

During my tenure in [Current Department], I have successfully [mention a key internal achievement or project]. This experience has allowed me to build strong cross-functional relationships with [mention key stakeholders or departments], which will enable me to seamlessly transition into this elevated role and provide high-level support to the executive leadership team from day one.

I am eager to apply my advanced skills in [mention 2-3 skills, e.g., complex calendar management, board relations, or project coordination] to further the goals of [Executive Name/Department]. My institutional knowledge ensures that I can anticipate needs and manage administrative complexities with the discretion and precision required at the senior executive level.

Thank you for your time and for considering my application for this internal advancement. I look forward to discussing how my historical context and proven track record within the company align with the needs of the executive office.

Sincerely,

[Your Signature]

[Your Printed Name]