

**[Your Full Name]**  
[Current Job Title]  
[Current Department]  
[Phone Number] | [Work Email]

[Date]

**[Hiring Manager Name]**  
[Title]  
Corporate Communications Department  
[Company Name]

Dear [Hiring Manager Name],

I am writing to formally express my interest in the **[Target Job Title]** position within the Corporate Communications team, as recently posted on the internal career portal. Having spent [Number] years within the **[Current Department]**, I have developed a deep understanding of our company's mission and values, which I am eager to apply to this strategic role.

During my tenure in [Current Department], I have consistently demonstrated strong [Skill 1, e.g., stakeholder management] and [Skill 2, e.g., executive messaging]. One of my key achievements involved [Briefly describe a project relevant to communications], which resulted in [Quantifiable outcome]. This experience has provided me with a unique internal perspective that will allow me to hit the ground running and contribute to the **[Specific Communications Team/Goal]** immediately.

The transition to Corporate Communications is a natural progression for my career within [Company Name]. My familiarity with our internal culture and existing relationships with key business units will enable me to streamline messaging and ensure brand consistency across all channels. I am particularly interested in supporting [Specific upcoming company initiative or project mentioned in the job description].

I look forward to the possibility of discussing how my institutional knowledge and communication skills can support the team's objectives. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]