

**To:** [Hiring Manager Name]

**From:** [Your Name]

**Current Role:** [Current Job Title]

**Date:** [Date]

**Re:** Internal Application for Director of Communications

Dear [Hiring Manager Name],

I am writing to formally express my interest in the **Director of Communications** position within [Department or Organization Name]. Having spent the last [Number] years as [Current Role], I have developed a deep understanding of our brand identity, internal culture, and strategic goals.

During my tenure in my current role, I have achieved the following milestones that align with the requirements of this leadership position:

- [Achievement 1: e.g., Led a successful cross-departmental campaign]
- [Achievement 2: e.g., Improved internal engagement metrics by X%]
- [Achievement 3: e.g., Managed crisis communications during X event]

My intimate knowledge of our existing communication channels and stakeholder relationships allows me to transition into this role with minimal oversight. I am eager to apply my expertise in [Key Skill, e.g., Strategic Messaging or Media Relations] to elevate our corporate voice and support the long-term vision of the executive team.

I look forward to discussing how my institutional knowledge and professional background make me the ideal internal candidate for this promotion.

Sincerely,

[Your Name]

[Your Employee ID/Extension]