

[Your Name]
[Current Job Title]
[Current Department]
[Employee ID]
[Email Address]
[Phone Extension]

[Date]

[Hiring Manager Name]
[Title]
Media Relations Department
[Company Name]

RE: Internal Application for [Position Title]

Dear [Manager Last Name],

I am writing to formally express my interest in the [Position Title] within the Media Relations Department, as posted on the internal career portal. Having spent [Number] years/months within the [Current Department], I am eager to transition my internal company knowledge and professional communication skills to the media relations team.

In my current role as [Current Title], I have developed a deep understanding of [Company Name]'s core values and brand voice. Specifically, I have [List a key achievement or skill relevant to media, e.g., drafted internal newsletters / coordinated cross-departmental communications]. I am confident that my ability to [mention a skill like: distill complex information / manage tight deadlines / build stakeholder relationships] will allow me to contribute immediately to the department's goals regarding press outreach and reputation management.

I am particularly drawn to this role because [mention a specific company initiative or media goal]. My familiarity with our internal workflows and product lines will significantly reduce my onboarding time, allowing me to focus on securing positive earned media coverage and supporting the company's public narrative.

I have attached my updated resume for your review. I look forward to the possibility of discussing how my background within [Company Name] can benefit the Media Relations Department.

Sincerely,

[Signature]

[Your Printed Name]