

**[Your Full Name]**

Current Position: [Current Job Title]

Current Department: [Current Department Name]

[Employee ID Number]

[Email Address]

[Phone Extension / Mobile Number]

[Date]

[Hiring Manager Name]

[Title]

Public Relations Department

[Company Name]

**RE: Application for Public Relations Assistant Position**

Dear [Hiring Manager Name],

I am writing to express my formal interest in the Public Relations Assistant position within the [Department Name] department, as advertised on the internal career portal. Having been a member of the [Current Department] team for [Time Period], I have developed a deep understanding of [Company Name]'s brand values and corporate mission, and I am eager to transition my skills into a communications-focused role.

In my current role as [Current Title], I have consistently demonstrated strengths in [Skill 1, e.g., cross-departmental coordination] and [Skill 2, e.g., detailed reporting]. I have also contributed to [Specific Project or Task] which required a high level of written communication and stakeholder engagement-skills that I believe are directly transferable to the PR team's daily operations, such as drafting press releases, monitoring media coverage, and maintaining media lists.

My familiarity with our internal culture and organizational structure allows me to hit the ground running and contribute immediately to the PR team's objectives. I am particularly drawn to this role because of [Specific Reason, e.g., the company's recent expansion into new markets/upcoming product launches], and I am committed to helping maintain our positive public image from within.

I have discussed my interest in this internal move with my current supervisor, [Manager Name], who is supportive of my professional development within the company. I would welcome the opportunity to discuss how my internal experience and passion for public relations can benefit your team.

Thank you for your time and for considering my internal application.

Sincerely,

[Signature]

[Your Printed Name]