

[Your Name]

Current Role: Public Relations Associate

Current Department: [Your Current Department]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Target Department Name]

[Company Name]

RE: Internal Application for Public Relations Associate - [Target Department]

Dear [Hiring Manager Name],

I am writing to formally express my interest in transferring to the Public Relations Associate position within the [Target Department], as advertised on the internal career portal. Having served as a PR Associate in the [Current Department] for the past [Number] years, I am eager to apply my institutional knowledge and communications expertise to the specific goals of your team.

During my tenure with [Current Department], I have successfully [mention a key achievement, e.g., managed media relations for X project or increased social engagement by X%]. This experience has provided me with a deep understanding of [Company Name]'s brand voice and internal processes. I am particularly drawn to this opening in [Target Department] because of your recent focus on [mention a specific project or initiative of the target team].

My background in [mention a specific skill, e.g., crisis communication, press release drafting, or stakeholder management] aligns directly with the requirements for this role. I believe my familiarity with our corporate culture will allow for a seamless transition and immediate contribution to your upcoming [mention a specific goal, e.g., Q4 campaign or product launch].

I have discussed my interest in this transfer with my current manager, [Manager's Name], who is supportive of my career growth within the company. I welcome the opportunity to discuss how my PR background can support the [Target Department]'s objectives.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]

Employee ID: [Number] | Years of Service: [Number]