

[Your Name]
[Current Job Title]
[Current Department]
[Date]

[Hiring Manager Name]
[Title]
[Department]

Dear [Hiring Manager Name],

Please accept this letter as a formal expression of my interest in the **Public Relations Coordinator** position within the [Department Name] team. Having served as [Current Title] at [Company Name] for the past [Number] years/months, I have developed a deep understanding of our brand voice and internal operations, and I am eager to contribute to our public image in this new capacity.

During my tenure in the [Current Department], I have successfully [mention a specific internal achievement or project]. This experience has allowed me to sharpen my skills in [Skill 1, e.g., media monitoring] and [Skill 2, e.g., cross-departmental communication], which are directly applicable to the PR Coordinator role. My familiarity with [Company Name]'s strategic goals ensures that I can hit the ground running and represent our organization effectively to external stakeholders.

I am particularly excited about the opportunity to [mention a specific PR goal or upcoming campaign]. My existing relationships with the [Department Name] and [Department Name] teams will allow for seamless collaboration on press releases, social media strategy, and crisis management protocols.

I look forward to discussing how my institutional knowledge and dedication to [Company Name] make me the ideal candidate for this promotion. Thank you for your time and for considering my application.

Sincerely,

[Your Signature]
[Your Printed Name]