

[Your Name]
[Current Department/Title]
[Employee ID]
[Phone Number]
[Email Address]

[Date]

[Hiring Manager Name]
[Target Department]
[Company Name]

RE: Internal Application for [Target Job Title]

Dear [Manager Name],

I am writing to express my formal interest in the [Target Job Title] position within the [Target Department], as posted on [Source/Internal Portal]. Having served as a [Current Title] in the [Current Department] for [Number] years, I am eager to leverage my institutional knowledge and PR expertise to drive results in this new capacity.

During my tenure with [Company Name], I have successfully managed [Key Achievement/Project], resulting in [Quantifiable Result]. This experience has provided me with a deep understanding of our brand voice and internal communication protocols. Transitioning to the [Target Department] would allow me to apply my skills in [Specific Skill, e.g., Media Relations or Crisis Management] to support your current objectives regarding [Specific Target Team Goal].

My familiarity with our corporate culture and established relationships with [Internal Stakeholders/Teams] will ensure a seamless transition and immediate contribution to the team. I am particularly drawn to this role because of [Specific Reason for Interest in the New Team].

I have attached my updated resume for your review and have informed my current manager, [Current Manager Name], of my interest in this lateral move. I look forward to the possibility of discussing how my background aligns with the needs of the [Target Department].

Sincerely,

[Your Signature]

[Your Printed Name]