

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

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

RE: Internal Application for Public Relations Specialist

Dear [Hiring Manager Name],

Please accept this letter as a formal expression of interest in the Public Relations Specialist position within the [Target Department]. Having spent the last [Number] years at [Company Name] as a [Current Title], I have developed a deep understanding of our brand identity and organizational goals.

In my current role, I have successfully [Briefly mention a relevant internal accomplishment]. My intimate knowledge of our internal processes and stakeholder relationships allows me to transition seamlessly into this role and contribute immediately to our strategic communication objectives. Specifically, I aim to bring my skills in [Skill 1] and [Skill 2] to help the team expand our reach in [Target Area/Market].

I am eager to apply my institutional knowledge and professional PR expertise to this new challenge. I have already discussed my interest in this growth opportunity with my current supervisor, [Manager Name], who is supportive of my transition.

Thank you for your time and consideration. I look forward to discussing how my internal background and communications experience align with the needs of your team.

Sincerely,

[Your Signature]
[Your Printed Name]