

[Your Full Name]

Current Position: [Current Job Title]

Current Department: [Current Department Name]

[Email Address]

[Phone Extension/Number]

[Date]

To: [Hiring Manager Name]

Position: Publicity Manager - [Department/Division Name]

Dear [Hiring Manager Name],

I am writing to formally express my interest in the **Publicity Manager** position within the [Target Department] as advertised on the internal careers portal. Having served as [Current Title] in the [Current Department] for the past [Number] years, I am eager to apply my deep understanding of [Company Name]'s brand identity to this new role.

During my tenure in [Current Department], I have successfully [mention a key achievement, e.g., managed high-stakes communication projects or developed strong media relationships]. These experiences have equipped me with a comprehensive perspective of our internal operations and a proven track record of [mention a skill, e.g., strategic storytelling or crisis management] that I am ready to bring to the Publicity team.

My familiarity with our company's internal workflows and cross-departmental stakeholders will allow me to transition seamlessly into this role. I am particularly drawn to this opportunity because [mention a specific company goal or project the new department is handling]. I am confident that my background in [mention specific skill, e.g., digital PR or event coordination] will contribute significantly to the team's upcoming objectives.

I have discussed my interest in this transfer with my current supervisor, [Current Manager's Name], who is supportive of my career growth within the company. I look forward to the possibility of discussing how my internal experience and professional background align with the goals of the [Target Department].

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]