

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

To: [Hiring Manager Name]
[Title]
[Strategic Communications Department]

RE: Internal Application for [Target Position Title]

Dear [Manager Name],

I am writing to formally express my interest in the [Job Title] position within the Strategic Communications team. Having spent the last [Number] years in the [Current Department], I have developed a deep understanding of our organization's mission and internal culture, which I am eager to apply to this new role.

In my current capacity, I have successfully [mention a key achievement or project]. This experience has equipped me with a unique perspective on how our internal operations translate to external brand value. I believe my background in [Current Skill 1] and [Current Skill 2] aligns perfectly with your team's current focus on [specific goal mentioned in job description].

My transition to Strategic Communications would allow me to leverage my institutional knowledge to:

- [Strategic Goal: e.g., Streamline cross-departmental messaging]
- [Strategic Goal: e.g., Enhance brand consistency across new channels]
- [Strategic Goal: e.g., Utilize data-driven insights to improve stakeholder engagement]

I am eager to bring my collaborative mindset and communication expertise to the [Department Name] team. Thank you for considering my internal application. I look forward to discussing how my professional growth within the company can contribute to our upcoming strategic initiatives.

Sincerely,

[Signature/Name]