

[Full Name]

[Current Job Title/Department]

[Employee ID / Internal Extension]

[Email Address]

[Date]

[Hiring Manager Name]

[Title]

[Department Name]

Dear [Hiring Manager Name],

Please accept this letter of interest for the **Internal Procurement Specialist** position within the [Department Name] team, as advertised on the internal careers portal. Having served as a [Current Role] at [Company Name] for [Number] years, I am eager to transition my deep understanding of our organizational workflow into the strategic sourcing and procurement vertical.

During my tenure in [Current Department], I have developed a granular understanding of our supply chain requirements and internal quality standards. My recent contributions include [Briefly Mention a Project or Achievement], which resulted in a [Percentage/Amount] improvement in [Metric]. I am confident that my familiarity with our ERP systems and existing vendor relationships will allow me to contribute immediately to the efficiency of our procurement cycles.

My core competencies align closely with the requirements of this specialist role, specifically:

- **Strategic Sourcing:** Proven ability to identify cost-saving opportunities without compromising operational integrity.
- **Contract Management:** Experience in reviewing internal service level agreements and maintaining compliance.
- **Cross-Functional Collaboration:** A strong history of working with stakeholders across [Department A] and [Department B] to streamline asset acquisition.

I am particularly motivated by [Company Name]'s upcoming initiative to [Mention a specific company goal or procurement shift]. I am eager to apply my internal insights to help the procurement team navigate these changes while reducing lead times and optimizing spend.

Thank you for your time and for considering an internal candidate. I look forward to the possibility of discussing how my institutional knowledge and procurement aspirations can support the team's objectives.

Sincerely,

[Signature]
[Full Name]