

[Your Full Name]

[Current Department / Office Location]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Target Department Name]

[Company Name]

Dear [Hiring Manager Name],

I am writing to formally express my interest in the **Account Executive** position within the [Target Department/Territory], as currently posted on the internal career portal. Having served as an Account Executive in the [Current Department] for [Number] years, I am eager to apply my internal company knowledge and sales expertise to this new vertical.

During my tenure with [Company Name], I have consistently met and exceeded my KPIs, including [Specific Achievement or % of Quota]. My deep understanding of our CRM systems, internal workflows, and product ecosystem allows me to transition seamlessly without the standard onboarding period required for external hires. I am particularly drawn to this lateral move because [Brief reason regarding specific interest in the new territory or client base].

I am confident that my established relationships within the company and my proven track record in [Specific Skill, e.g., Mid-Market Sales/Retention] will allow me to contribute immediately to the [Target Department] team's goals.

Thank you for considering my internal application. I look forward to the possibility of discussing how my experience aligns with the specific needs of your team.

Sincerely,

[Your Signature]

[Your Printed Name]