

[Your Full Name]
[Current Job Title]
[Current Department/Office Location]
[Phone Number]
[Email Address]

[Date]

[Hiring Manager Name]
[Title of Hiring Manager]
[Target Department/Division]
[Company Name]

**RE: APPLICATION FOR PROMOTION TO SENIOR ACCOUNT EXECUTIVE -
[TARGET LOCATION/TERRITORY]**

Dear [Hiring Manager Name],

I am writing to formally express my interest in the [Target Position Title] role within the [Target Department/Location] team, as advertised internally. Having served as an Account Executive at [Current Branch/Department] for [Number] years, I am eager to transition my proven sales methodology and client relationship management skills to this elevated role.

During my tenure in my current position, I have consistently exceeded my KPIs, notably achieving [Percentage]% of my annual quota and securing [Key Achievement or Major Account]. My deep understanding of [Company Name]'s product suite and internal processes allows me to hit the ground running, minimizing the transition period while maximizing revenue growth for the [Target Territory/Department].

The prospect of transferring to [Target Location/Department] is particularly exciting because [Reason for wanting the specific transfer/promotion]. I am confident that my background in [Specific Skill, e.g., SaaS sales, Enterprise accounts] and my commitment to the company's long-term vision make me the ideal candidate for this advancement.

I look forward to the opportunity to discuss how my evolved skill set can contribute to the continued success of the [Target Department] team. Thank you for your time and consideration of my internal application.

Sincerely,

[Your Signature]
[Your Printed Name]