

**To:** [Hiring Manager Name]  
**From:** [Your Name]  
**Current Role:** [Current Job Title]  
**Date:** [Current Date]  
**Subject:** Internal Application: Inside Sales Account Executive

Dear [Hiring Manager Name],

Please accept this letter as a formal expression of interest in the **Inside Sales Account Executive** position within the [Department Name] team. Having spent the last [Number] years/months as a [Current Title] at [Company Name], I am eager to leverage my deep understanding of our product suite and internal processes to drive revenue growth in this new capacity.

During my tenure in [Current Department], I have consistently [mention a key internal achievement, e.g., exceeded performance KPIs or improved client retention]. My familiarity with our CRM systems, [mention specific software], and our target market demographics positions me to transition seamlessly into the Account Executive role with minimal ramp-up time.

I am particularly drawn to this role because [mention a specific company goal or sales initiative]. I am confident that my proven ability to [mention a skill, e.g., build rapport with stakeholders or identify upsell opportunities] will allow me to contribute immediately to the team's quarterly targets.

Thank you for considering my internal application. I look forward to the possibility of discussing how my experience within [Company Name] aligns with the goals of the sales department.

Best regards,

[Your Name]  
[Employee ID/Contact Information]