

**[Your Full Name]**

Current Role: Junior Account Executive - [Current Department]

[Employee ID Number]

[Date]

**[Hiring Manager Name]**

[Title]

[Target Department/Team]

**RE: Internal Application for Junior Account Executive - [Target Team/Region]**

Dear [Manager Last Name],

Please accept this formal expression of interest for the Junior Account Executive position within the [Target Department], as posted on the internal career portal. Having spent the last [Duration] with the [Current Department] team, I am eager to apply my institutional knowledge and sales background to contribute to the specific goals of your team.

During my tenure in my current role, I have successfully [Key Achievement 1, e.g., exceeded quarterly outreach targets by 15%] and [Key Achievement 2, e.g., streamlined the lead qualification process]. These experiences have provided me with a deep understanding of our product suite and client base, allowing for a seamless transition into this new remit with minimal ramp-up time.

I am particularly drawn to this opening because of [Specific reason related to the new team, e.g., your focus on enterprise-level accounts or a specific territory]. I am confident that my familiarity with [Company Name]'s internal workflows and my proven track record in client relationship management make me a strong internal candidate.

I have discussed my interest in this transfer with my current manager, [Current Manager's Name], who is supportive of my career growth within the company. I look forward to the possibility of discussing how my skills align with your team's objectives.

Best regards,

[Your Signature]

[Your Printed Name]