

**[Your Name]**

Current Role: Senior Account Executive - [Current Department/Team]

[Employee ID Number]

[Email Address]

[Phone Number]

[Date]

**To: [Hiring Manager Name]**

[Title]

[Department Name]

**RE: Internal Application for Senior Account Executive - [Target Team/Vertical]**

Dear [Hiring Manager Name],

Please accept this formal expression of interest for the Senior Account Executive position within the [Target Team Name] team. Having spent the last [Number] years/months as a Senior Account Executive within [Current Department], I am eager to leverage my institutional knowledge and proven sales track record to drive growth for [Target Team].

During my tenure at [Company Name], I have developed a deep understanding of our product suite and internal processes. My key achievements include:

- Achieving [Percentage]% of quota in [Year/Quarter].
- Successfully managing a book of business valued at \$[Amount].
- Developing [Specific Strategy/Process] which resulted in [Specific Metric Improvement].
- Collaborating with [Cross-functional Team] to streamline [Specific Internal Process].

Transitioning to the [Target Team] represents a strategic opportunity for me to apply my expertise in [Specific Skill, e.g., Enterprise Sales/Specific Vertical] while continuing to contribute to the company's overarching goals. I am already familiar with our CRM configurations, legal approval workflows, and internal culture, which will allow me to hit the ground running and achieve immediate productivity in this new role.

I have informed my current manager, [Manager's Name], of my interest in this internal move. I look forward to the possibility of discussing how my experience with [Company Name] and my background in high-level account management align with the needs of your team.

Best regards,

[Signature]

[Your Printed Name]