

**[Full Name]**  
[Current Job Title]  
[Current Department]  
[Email Address]  
[Date]

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**To: [Hiring Manager Name]**  
[Title]  
[Company Name]

**RE: Application for Creative Director**

Dear [Manager Name],

It is with great enthusiasm and a deep understanding of [Company Name]'s brand identity that I submit my application for the role of Creative Director. Having served as [Current Title] for the past [Number] years, I am eager to transition into this leadership position to further elevate our visual strategy and cross-functional creative output.

During my tenure within the [Current Department] team, I have successfully [Highlight Key Achievement 1, e.g., led a major rebrand or campaign]. This experience has provided me with a unique institutional perspective on our creative workflows and a clear vision for how to [Mention a specific goal, e.g., streamline production or innovate digital presence].

As Creative Director, my primary objectives will be to:

- [Objective 1: e.g., Mentor and grow the internal design team]
- [Objective 2: e.g., Align creative strategy with Q4 corporate revenue targets]
- [Objective 3: e.g., Standardize global brand guidelines across all regional offices]

I am proud of the contributions I have made to [Company Name] thus far and am fully committed to driving our creative excellence to the next level. Thank you for your time and for considering my internal candidacy for this promotion.

Best regards,

[Signature]  
**[Full Name]**