

[FULL NAME]
[CURRENT JOB TITLE] - [CURRENT DEPARTMENT]
[EMAIL ADDRESS] | [PORTFOLIO LINK/INTERNAL EXTENSION]

[Date]

To [Hiring Manager Name or Creative Executive],

Please accept this formal expression of interest for the **Creative Director** position within the [Company Name] in-house creative team. Having spent the last [Number] years as [Current Title], I have developed a deep understanding of our brand's DNA, our internal workflows, and the strategic goals of our stakeholders.

During my tenure here, I have consistently demonstrated leadership by [Mention a specific high-level achievement or successful campaign]. I am intimately familiar with our design standards and the unique challenges we face as an internal agency. My goal in stepping into the Creative Director role is to bridge the gap between high-level business strategy and exceptional visual execution, specifically by:

- **Brand Evolution:** Scaling our visual identity to meet the needs of [Upcoming Project or Fiscal Year Goal].
- **Team Mentorship:** Cultivating the talent of our junior and mid-level designers to improve output quality and retention.
- **Operational Efficiency:** Streamlining the [Specific Process] to reduce turnaround times without compromising creative integrity.

I am proud of the work we have built together and am eager to lead our creative vision into its next phase. I look forward to discussing how my institutional knowledge and creative leadership can continue to drive [Company Name]'s market presence forward.

Best regards,

[Signature/Name]