

[YOUR NAME]
[CURRENT SENIOR DESIGN TITLE]
[EMPLOYEE ID / DEPARTMENT]
[INTERNAL EMAIL ADDRESS]
[PHONE EXTENSION / PORTFOLIO LINK]

[Date]

To [Hiring Manager Name or Search Committee],

RE: Application for Creative Director Position

[Opening paragraph: State your tenure with the company and your formal interest in the Creative Director role. Briefly mention your deep understanding of the brand's visual evolution and your desire to lead the team you have been a key part of.]

[Second paragraph: Highlight specific leadership achievements during your time as a Senior Designer. Mention successful high-level projects, cross-departmental collaborations, or instances where you mentored junior staff or steered the brand's creative direction.]

[Third paragraph: Address your vision for the future of the internal creative department. Explain how your transition to Creative Director will streamline workflows, improve brand consistency, or drive innovation based on your intimate knowledge of company culture and goals.]

[Closing paragraph: Reiterate your commitment to the company's success and your readiness to step into this leadership capacity. Mention your availability for a formal interview to discuss your strategic vision.]

Sincerely,

[Signature]

[Your Typed Name]