

[Your Full Name]
[Current Job Title]
[Current Department]
[Email Address]
[Internal Extension/Phone Number]

[Date]

[Hiring Manager Name]
[Title]
[Department]

RE: Application for Internal Information Security Manager

Dear [Manager Name],

I am writing to formally express my interest in the Information Security Manager position within [Company Name]. Having served as [Current Title] for [Number] years, I possess a deep understanding of our organization's digital infrastructure and a commitment to advancing our cybersecurity posture.

During my tenure in [Current Department], I have successfully [mention a specific internal achievement, e.g., improved data handling protocols or led a security audit]. This internal experience provides me with a unique vantage point on our current vulnerabilities and the institutional knowledge required to implement seamless security frameworks without disrupting operational workflows.

My core competencies include:

- **Governance & Compliance:** Ensuring alignment with [relevant standards, e.g., ISO 27001, SOC2, or GDPR].
- **Risk Management:** Identifying and mitigating internal threats and streamlining incident response.
- **Cross-Departmental Leadership:** Collaborating with [Department names] to foster a culture of security awareness.

I am eager to leverage my familiarity with [Company Name]'s internal systems to transition into this leadership role. I am confident that my technical expertise and proven loyalty to the firm will allow me to protect our assets effectively from day one.

Thank you for your time and for considering an internal candidate for this critical role. I look forward to discussing how I can contribute to the team's strategic security goals.

Sincerely,

[Signature]

[Your Printed Name]