

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position within the [Department Name] as advertised on [where you found the job listing]. With my experience in [Your Current Job Title/Department] and my passion for [relevant skills or interests related to the new position], I believe I would make a valuable addition to your team.

During my time at [Current Company Name], I have successfully [mention specific achievements or responsibilities that relate to the new position]. This experience has equipped me with a unique perspective and the necessary skills to excel in the [Job Title] role.

I am particularly drawn to this position because [explain why you are interested in the new role and how it aligns with your career goals]. I am eager to contribute my skills in [mention any relevant skills or experiences that make you a strong candidate for the new role] to help achieve [Company's goals or projects related to the new position].

I appreciate the opportunity to apply for this internal position and would love the chance to discuss my application further. Thank you for considering my application. I look forward to the possibility of contributing to [Department Name] and [Company Name] in a new capacity.

Sincerely,
[Your Name]