

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally express my interest in [specific position or opportunity] that recently became available in [Department/Team Name].

Over the past [duration at the company], I have had the privilege to contribute to [specific projects, responsibilities, or achievements]. I believe these experiences have equipped me with a solid understanding of [relevant skills or knowledge related to the new position].

I am particularly excited about the possibility of [mention any specific goals or contributions you aim to achieve in the new role]. I am confident that my skills in [specific skills or competencies] would be beneficial to the team and align well with the organization's goals.

I would greatly appreciate the opportunity to discuss this further and explore how I can contribute in this new capacity. Thank you for considering my application for advancement.

Best regards,

[Your Name]
[Your Current Job Title]