

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company 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 the [specific position/title] that has recently opened up within [Department/Team].

Over the past [duration of your current position], I have had the opportunity to contribute to [mention specific projects, achievements, or responsibilities that align with the new position]. I have consistently demonstrated my ability to [list key skills or competencies relevant to the new role], which I believe aligns well with the current needs of our team.

I am particularly drawn to this role because [mention specific reasons related to your career goals, the company's mission, or the team's objectives]. I am excited about the possibility of leveraging my experience in [specific area] to [describe how you intend to contribute to the team's success in the new position].

I would appreciate the opportunity to discuss this further and explore how I can support [Company Name] in achieving its objectives in this new capacity. Thank you for considering my request. I look forward to your feedback.

Sincerely,

[Your Name]
[Your Current Job Title]