

For Internal Promotions: Reinforcing Past Contributions

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

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

Subject: Interest in [New Role] Opportunity

Dear [Hiring Manager's Name],

I have truly valued my time at [Company Name] as a [current job title] and the opportunities I've had to contribute to [specific projects or company initiatives]. Given my experience and recent accomplishments, I am eager to take on a larger role within the company as [desired job title].

In my current role, I have successfully [mention key achievement, e.g., "implemented a new client onboarding process that improved retention by 20%"]. I am excited about the possibility of expanding my impact in [new role] and further supporting [Company Name]'s objectives in [specific department or area].

I'd love to discuss how I can bring even more value to the team in this capacity. Please let me know a convenient time to connect.

Best regards,
[Your Name]