

Internal Promotion Email Cover Letter

Subject: Application for Senior Purchasing Officer Role

Dear [Supervisor's Name],

I am writing to express my interest in the recently posted Senior Purchasing Officer position within our company. Over the past three years, I have gained comprehensive experience in procurement planning, vendor evaluation, and cost management, which has equipped me to take on greater responsibilities in our supply chain department.

I would appreciate the opportunity to discuss how my experience and dedication can contribute to the continued success of our team.

Best regards,

[Your Name]

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