

[Date]

[Recipient Name]

[Recipient Title]

[Department or Company Name]

[Address Line 1]

[Address Line 2]

Subject: Advancement for Administrative Assistant Position

Dear [Recipient Name],

I am writing to formally express my interest in advancing to the position of Administrative Assistant within [Department or Company Name]. Having served as [Current Position] for [duration], I believe my skills and experience align well with the requirements of the Administrative Assistant role.

During my tenure, I have demonstrated proficiency in managing office tasks, maintaining schedules, and coordinating communication between departments. My ability to efficiently handle administrative duties and support team members has been recognized by both colleagues and supervisors.

I am eager for the opportunity to take on greater responsibilities and contribute further to our organization. Please find my updated resume attached for your reference.

Thank you very much for considering my application for advancement. I am happy to discuss my qualifications in more detail at your convenience.

Sincerely,

[Your Name]

[Current Position]

[Contact Information]