

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my interest in discussing the preservation of my position within [Company Name]. As a [Your Job Title] with [number] years of experience in [Your Field/Department], I have consistently contributed to our team's goals and the overall success of the company.

Given the recent changes and challenges faced by [Company Name], I believe my skills and dedication to our mission are valuable assets that can help navigate these uncertain times. I am committed to adapting my role to meet the evolving needs of the company and to support our collective success.

I would appreciate the opportunity to meet and discuss this matter further. Thank you for considering my request. I look forward to your response.

Sincerely,
[Your Name]