

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

[Recipient's Name]  
[Recipient's Title]  
[Company's Name]

[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for OD Enhancement

I hope this message finds you well. I am writing to formally request an enhancement of my Organizational Development (OD) role within [Company's Name].

[Paragraph detailing your current responsibilities and achievements.]

As I have contributed to [specific projects or initiatives], I believe that an enhancement will not only benefit my professional growth but also add value to our team and organization.

[Paragraph outlining how the enhancement aligns with company goals or your career path.]

I would appreciate the opportunity to discuss this request further at your convenience. Thank you for considering my proposal.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Department]