

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

[Manager's Name]
[Company's Name]
[Department Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a change in my current departmental assignment from [Current Department] to [New Department].

Over the past [duration] in my role as [Your Position], I have gained valuable experience and skills that I believe would be highly beneficial to the [New Department] team. My [mention relevant skills or experiences] aligns closely with the goals and responsibilities of this department.

I am passionate about [reason for the change, e.g., specific projects, team dynamics, company vision] and believe that my transition to [New Department] would allow me to contribute more effectively to the organization while also supporting my professional growth.

I would appreciate the opportunity to discuss this request further and explore how my skills can align with the needs of [New Department]. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]
[Your Current Position]