

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally express my interest in a lateral move within [Company's Name] to the position of [Position Title] in the [Department Name].

Having been with [Company's Name] for [duration of employment] in the [Current Position] role, I have developed a strong understanding of our organizational goals and values. I believe that my skills in [mention relevant skills or experiences] align well with the requirements of the [Position Title], and I am excited about the opportunity to contribute to [mention specific aspect of the new position or department].

I am eager to explore how my background and interests can further support our team's objectives. I would appreciate the opportunity to discuss my application further and how I can transition smoothly into this role.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]