

[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 request a change in my current position within [Company's Name]. After careful consideration and reflection on my career goals, I believe that transitioning to the [New Position Title] would align better with both my skills and the company's objectives.

In my current role as [Your Current Position], I have gained valuable experience and developed skills that I believe are transferable to the [New Position Title]. [Briefly mention relevant achievements or experiences]. I am excited about the opportunity to contribute to the team in this new capacity and to further support the goals of [Company's Name].

I am open to discussing this request at your earliest convenience and would appreciate your consideration of my application for the position change. Thank you for your support and understanding.

Sincerely,

[Your Name]
[Your Current Position]