

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a modification to my current role as [Your Current Position] in the [Department Name]. After reflecting on my contributions and the evolving needs of our team, I believe a role adjustment could enhance both my performance and the overall success of our department.

I propose that my responsibilities be modified to include [specific responsibilities or tasks you would like to take on or change]. This adjustment aligns with my skills in [mention relevant skills or experiences] and addresses our team's requirements for [mention any current project or team goal].

I am confident that this change would not only utilize my strengths effectively but also lead to improved results for our team. I am happy to discuss this proposal further and explore how we can implement these changes beneficially.

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

Sincerely,

[Your Name]