

[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 express my interest in shifting my role from [Current Position] to [New Position] within the [Department/Team Name]. I believe that this transition aligns with both my professional growth and the goals of our organization. Over the past [duration] in my current role, I have [briefly mention your contributions and achievements]. I have developed a strong understanding of [mention relevant skills/knowledge related to the new role] which I believe will be beneficial in the new position.

I am excited about the opportunity to contribute to [specific projects or goals related to the new role]. I am confident that my [mention relevant skills or experiences] make me a suitable candidate for this transition. Thank you for considering my request. I would appreciate the opportunity to discuss this further at your convenience.

Sincerely,
[Your Name]
[Your Job Title]