

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

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

Dear [Employer's Name],

I hope this letter finds you well. I am writing to formally express my interest in transitioning to a new role within [Company's Name] that aligns more closely with my skills and career goals.

As a person with a disability, I have always appreciated [Company's Name]'s commitment to inclusivity and diversity. I have gained valuable experience in my current role as [Your Current Position], and I am eager to explore opportunities that will allow me to contribute even more effectively to our team and support the company's objectives.

I believe that my background in [Your Skills/Experience Related to New Role] makes me a strong candidate for [Desired Position]. I am confident that I can leverage my experience to bring positive results to our team. I am more than willing to discuss necessary accommodations that would enable me to excel in this new position. Thank you for considering my request. I look forward to the possibility of further discussions about my transition and how I can continue to add value to [Company's Name].

Sincerely,
[Your Name]