

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

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

Dear [Recipient's Name],

I am writing to formally request a change in my job position within [Company's Name]. After [mention reason, e.g., personal growth, new opportunities], I believe that a transition to [desired position/department] would allow me to contribute more effectively to our team's goals and align with my career aspirations.

I have greatly enjoyed my time in [current position/department] and appreciate the opportunities for growth and development that I have received. However, I am eager to engage in new challenges and leverage my skills in [mention specific skills or areas of expertise relevant to the new position].

I am keen to discuss this potential transition in more detail and explore how I can best contribute to the team in a new capacity. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]
[Your Current Position]