

[Your Name]
[Your Job Title]
[Your Department]
[Your Company]
[Your Email Address]
[Your Phone Number]
[Date]
[Manager's Name]
[Manager's Job Title]
[Manager's Department]
[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a cross-functional transfer from my current role as [Your Current Job Title] in [Your Current Department] to [Desired Job Title] in [Desired Department].

I have greatly enjoyed my time at [Company Name] and have learned a tremendous amount during my tenure here. However, I believe that transitioning to [Desired Department] aligns more closely with my career goals and will allow me to contribute more effectively to the organization.

Over the past [Duration of Time in Current Role], I have [mention any relevant skills, experience, or projects that support your request]. I am enthusiastic about the opportunity to bring my [specific skills or knowledge] to [Desired Department] and collaborate with the team on [specific projects or goals].

I would appreciate the opportunity to discuss this request further and explore how my skills and experiences can benefit the team in [Desired Department]. Thank you for considering my request.

Sincerely,
[Your Name]
[Your Job Title]