

Application for Cross-Training Opportunity

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally express my interest in a cross-training opportunity within [Department/Team Name] at [Company's Name]. As an enthusiastic member of the [Your Current Department/Team] team, I am eager to broaden my skills and contribute to our company's success in new ways.

I believe that cross-training will not only enhance my professional development but also allow me to bring additional value to the team by gaining insights into [mention specific skills or areas you wish to learn about]. I am particularly drawn to [mention any specific projects or goals of the department where you wish to train].

I would greatly appreciate the opportunity to discuss this further and explore how I can contribute to [New Department/Team] through cross-training. Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]