

[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 hope this message finds you well. I am writing to express my interest in taking on additional responsibilities within our team. I have thoroughly enjoyed my current role as [Your Job Title] and am eager to further contribute to our projects and goals.

I believe that by taking on more duties, I can enhance my skills and provide greater value to our team. I am particularly interested in [specific areas or projects of interest], and I am confident that my experience in [related skills or accomplishments] would be beneficial.

I would appreciate the opportunity to discuss this further and explore how I can contribute more effectively as part of our team. Thank you for considering my request.

Sincerely,

[Your Name]