

# Letter of Willingness to Take on Extra Responsibilities

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

[Date]

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my willingness to take on additional responsibilities within our team. I have been reflecting on our current projects and believe that I can contribute more effectively to our goals.

Having been a part of [Company Name] for [duration], I am eager to expand my role and support our team in achieving [specific objectives]. I am confident that my skills in [mention relevant skills or experience] will be beneficial in this endeavor.

Please let me know if there are specific areas where you believe my involvement would be valuable. I am excited about the possibility of contributing further to our team's success.

Thank you for considering my request. I look forward to your feedback.

Sincerely,  
[Your Name]