

Request for Lateral Position Transfer Consideration

[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 request consideration for a lateral transfer to the position of [Position Title] in the [Department Name] department. I believe that my skills and experience align with the requirements of this role and I am eager to contribute to the team.

I have been with [Company's Name] for [duration] and during this time, I have gained valuable experience in [mention relevant skills/experience]. I am excited about the opportunity to expand my contributions within the organization and take on new challenges.

Please let me know if we could discuss this opportunity further. I appreciate your consideration of my request, and I look forward to your response.

Thank you for your time.

Sincerely,
[Your Name]