Letter of Position Change Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally request a change in my current position from [Your Current Position] to [Desired Position]. I have thoroughly enjoyed my time at [Company's Name], and I believe that my skills and experiences make me a suitable candidate for this new role.

Over the past [duration of time in current position], I have developed a strong proficiency in [mention relevant skills/achievements]. I am eager to take on new challenges and contribute to the team in a different capacity. I believe that transitioning to [Desired Position] will not only benefit my professional growth but also align with the company's goals.

I would be grateful for the opportunity to discuss this request further and am happy to provide any additional information needed. Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]