

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally express my interest in a lateral move to the [Position/Department Name] within [Company Name]. Having been with the company for [Duration] in my current role as [Your Current Position], I have gained valuable insights and skills that I believe would contribute to the team in a new capacity.

I am particularly drawn to this opportunity because [specific reason related to the new role/department]. I am eager to leverage my experience in [specific skills or experience related to the new position] to help achieve our company's goals in this department.

Thank you for considering my request for a lateral move. I am looking forward to discussing this opportunity further.

Sincerely,

[Your Name]