

Subject: Application for Contract Role Conversion

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request the conversion of my contract role into a permanent position within [Company Name]. Having been a part of the team for [duration of contract], I have gained valuable insights and contributions that align with our company's goals.

Throughout my tenure, I have successfully [mention specific achievements or responsibilities] and have developed strong relationships with colleagues and clients alike. I believe that transitioning to a permanent role would enable me to contribute even more effectively and provide stability within the team.

Thank you for considering my application. I am looking forward to discussing my request further and am open to any suggestions you may have regarding this process.

Warm regards,

[Your Name]

[Your Job Title]

[Your Contact Information]