

Role Change Request

Date: [Insert Date]

To: [Manager's Name]
[Company Name]
[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a change in my current role from [Current Role] to [Desired Role]. I believe that this change aligns with my skills and career goals, as well as the objectives of our team and organization.

Over the past [duration], I have gained valuable experience in [mention relevant experience], and I am eager to expand my contributions in [mention desired role]. I am confident that my [specific skills or strengths] will allow me to excel in this new capacity.

I would appreciate the opportunity to discuss this request further and explore how I can best support our team's goals in a different role. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]
[Your Current Position]
[Your Contact Information]