

Request for Role Enhancement

Date: [Insert Date]

To: [Manager's Name]

Position: [Manager's Position]

Company: [Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to express my interest in enhancing my current role within [Company Name]. Over the past [duration] in my position as [Your Current Position], I have gained valuable experience and have shown a commitment to our team's success.

Throughout my time here, I have [mention specific achievements or contributions]. I believe that my skills in [list relevant skills] align well with the evolving needs of our department, and I am eager to take on more responsibilities that can contribute to our goals.

I would appreciate the opportunity to discuss potential avenues for role enhancement and how I can further support [Company Name] in achieving its objectives. I am looking forward to your feedback and hope to set up a meeting to discuss this further.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]