**Dated:** 29th October 20XX

Respected Sir,

I am writing this letter to seek your approval for switching departments within the company. I have been an integral part of the company for 7 years and have been serving in the capacity of a manager leading a team of 5 individuals.

We strive to provide excellence in every project to contribute fairly to the company’s progress. After graduation, I joined this company as an intern, but I didn’t leave even when my time was over. I continued working hard and secured a position in the following department as an assistant.

Later, because of my determination and passion, I was promoted to the rank of manager and got a team of my own. The administration of the company helped in seeking the completion of a few courses to improve my resume and I will forever be grateful for the kind gesture.

I have never been stagnant for too long and even in my career, I consider options every now and then to enhance my experience. I am on a new venture now, which is the interior design department of the company.

I have observed every move closely and know about vacancies in the department. They are involved in making tender proposals for recruiting clients and are very successful at what they do.

I want to be a part of that department because I am aware that I am fully equipped for it and will never disappoint. Kindly consider my request and provide insight into the tender proposal I made for an upcoming project.

Regards,

Eric Dane  
Manager at XYZ  
Contact 244 466-9294