

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],
Subject: Request for Promotion

I hope this message finds you well. I am writing to formally request a promotion to [desired position] within [Department/Team Name]. Over the past [duration of time in current position], I have taken on additional responsibilities including [list key achievements, contributions, and relevant projects]. I believe my contributions have positively impacted our team's performance and aligned with the company's goals.

I have also [mention any professional development such as training, certifications, etc.]. I am committed to continuing my growth within [Company's Name] and am excited about the opportunity to take on [new responsibilities associated with the desired position].

I would appreciate the opportunity to discuss my request further and explore how I can contribute to our team's continued success in a greater capacity. Thank you for considering my application.

Sincerely,
[Your Name]
[Your Job Title]