

[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],

I hope this message finds you well. I am writing to formally request consideration for a promotion to [specific position] within [Department/Team] at [Company's Name].

Over the past [duration of time] in my role as [Your Current Position], I have taken on various responsibilities and contributed to [specific projects, achievements, or initiatives]. I believe my skills in [mention relevant skills] have positively impacted our team and contributed to our overall goals.

In particular, I am proud of [highlight a key achievement or project that demonstrates your value]. This experience has honed my ability to [relevant skills or experiences related to the new position].

I am enthusiastic about the opportunity to further my contributions to [Company's Name] in a [new position] capacity. I am confident that my background and experience align well with the requirements of this role, and I am eager to take on new challenges and responsibilities that come with it.

Thank you for considering my request. I would welcome the opportunity to discuss this further and am happy to provide any additional information needed.

Kind regards,  
[Your Name]  
[Your Job Title]