

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

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

Dear [HR Manager's Name],

Subject: Request for Career Advancement Discussion

I hope this message finds you well. I am writing to express my interest in discussing potential career advancement opportunities within [Company's Name].

Having been with the organization for [duration] in the role of [Your Current Job Title], I have gained valuable experience and contributed positively to [specific projects or achievements]. I am eager to take on new challenges and grow professionally within the company.

I would appreciate the opportunity to meet with you to discuss my career path and any potential openings or development programs that align with my skills and aspirations.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]  
[Your Job Title]