

[Your Name]
[Your Job Title]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Manager's Job Title]
[Company Name]

Dear [Manager's Name],

I am writing to formally request consideration for a promotion to [desired position] within [department/team]. Over the past [length of time] at [Company Name], I have consistently contributed to [mention specific achievements, projects, or responsibilities].

I believe that my skills in [specific skills or experiences relevant to the new position] align well with the requirements for this role.

Additionally, I have taken initiatives such as [mention any additional training, certifications, or leadership activities] that further prepare me to take on increased responsibilities.

I am excited about the opportunity to continue growing within [Company Name] and to contribute to our goals in a greater capacity. I would appreciate the chance to discuss my request further and am open to any feedback you may have.

Thank you for considering my application.

Sincerely,

[Your Name]