

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally express my interest in the promotion opportunity to [specific position, e.g., "Senior Project Manager"] within [Company/Organization Name]. Over the past [duration], I have dedicated myself to [briefly describe your achievements, responsibilities, and contributions relevant to the new role]. Some key highlights of my performance include:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

I believe my experience and skills align well with the requirements of the [specific position]. I am particularly drawn to [mention any specific responsibilities or projects related to the new role that excites you]. I am confident that my [specific skills or qualities] would make me a valuable addition in this capacity, and I am eager to contribute further to our team and [Company/Organization Name].

Thank you for considering my application for promotion. I would appreciate the opportunity to discuss my candidacy further.

Sincerely,

[Your Name]
[Your Job Title]