

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

Dear [Manager's Name],

Subject: Promotion Request Justification

I hope this message finds you well. I am writing to formally request consideration for a promotion to [Desired Position] within [Department/Team]. I have been with [Company Name] for [X years/months], and during this time, I have undertaken various responsibilities and contributed significantly to our team's success.

In my current role as [Your Current Position], I have:

- [Achievement/Responsibility #1]
- [Achievement/Responsibility #2]
- [Achievement/Responsibility #3]

These contributions have not only enhanced my skills but have also positively impacted our team's performance and the overall objectives of our company. Furthermore, I have consistently received positive feedback from my colleagues and clients, indicating my commitment to excellence. In consideration of my contributions and the goals I have set for myself, I am confident that I am prepared to take on the responsibilities associated with [Desired Position]. I am excited about the potential to further contribute to our team and help drive the continued success of [Company Name].

Thank you for considering my request. I am looking forward to discussing this further.

Sincerely,

[Your Name]
[Your Job Title]