

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally express my interest in the promotion to [desired position] within [Department/Team] at [Company Name].

Over the past [duration], I have had the opportunity to contribute to [specific projects or responsibilities] and demonstrate my capabilities in [specific skills or areas]. I believe my experience in [relevant experience] has equipped me with the necessary skills to excel in the [desired position].

In my current role as [your current role], I have achieved [mention any accomplishments, metrics, or recognition], which further showcases my commitment to the success of our team and company.

I am excited about the possibility of taking on new challenges and contributing even more to [Company Name]. Thank you for considering my application for this promotion. I am looking forward to discussing this opportunity further.

Sincerely,

[Your Name]
[Your Job Title]