

[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],

I hope this message finds you well. I am writing to formally express my interest in the [Job Title] position that was recently advertised within our company.

Having been a part of [Company Name] for [duration] as a [Your Current Position], I have gained valuable experience and developed my skills in [relevant skills or areas]. During my time in this role, I have successfully [mention any relevant achievements or responsibilities]. I believe that my background in [related experience or skills] aligns well with the requirements of the [Job Title] position. I am excited about the opportunity to contribute further to our team by [mention how you can add value in the new role].

I would appreciate the opportunity to discuss my application further. Thank you for considering my request for promotion. I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]