

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to seek your guidance regarding my interest in pursuing a promotion within [Company's Name]. Over the past [duration] in my current role as [Your Current Position], I have [briefly mention key achievements or contributions].

I am eager to take on more responsibilities and further contribute to the team. I would appreciate your advice on the steps I should take to position myself for advancement, as well as any skills or experiences you believe I should focus on developing.

Thank you for your time and support. I look forward to your insights.

Sincerely,
[Your Name]