

[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 [specific position title] that became available on [date of job posting]. After [duration] of service in my current role as [your current position], I believe I have demonstrated the necessary skills and commitment to contribute effectively in this new capacity.

Throughout my time with [Company Name], I have [mention specific accomplishments or contributions]. I am enthusiastic about the opportunity to further my career with our team and support our goals in a more advanced role.

I am keen to bring my experience in [specific skills or areas related to the new role] and my understanding of [relevant company practices or values] to this position. I am confident that my proven track record, combined with my dedication to continuous improvement, will benefit our department and organization as a whole.

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

Sincerely,
[Your Name]