

[Your Name]  
[Your Job Title]  
[Your Department]  
[Your Company]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Manager's Name]  
[Manager's Job Title]  
[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request your approval for my promotion to [Proposed Job Title] within [Department/Team Name].

Over the past [duration] at [Company Name], I have taken on additional responsibilities, such as [briefly describe responsibilities or projects], and have consistently delivered results that align with our team's goals. My contributions have not only aided in achieving performance metrics but have also fostered a positive team environment. I believe that this promotion will not only acknowledge my efforts but will also position me to contribute even more effectively to our objectives. I am enthusiastic about the opportunity to lead [specific projects or initiatives] and further support the growth of our team. Thank you for considering my request. I would appreciate the opportunity to discuss this further at your convenience.

Sincerely,  
[Your Name]