

[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 express my gratitude for the opportunity to be considered for the promotion to [Position Title]. I appreciate the feedback provided during our recent discussion and wanted to take a moment to reflect on it.

First and foremost, I am thankful for your recognition of my contributions to the team, particularly [mention specific projects or accomplishments]. I understand the areas where I can improve, especially [mention specific feedback or areas for growth]. I am committed to addressing these areas and eager to demonstrate my progress.

I would love to discuss potential development resources or opportunities that could help me further enhance my skills. Your guidance is invaluable to me, and I am keen on following any recommendations you might have.

Thank you once again for your support and consideration. I look forward to continuing to contribute to [Company's Name] and achieving our shared goals.

Best regards,

[Your Name]
[Your Job Title]
[Department]