

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to follow up on my recent discussion regarding the possibility of a promotion to [Desired Position] within [Department/Team].

Since our last conversation on [Date of Discussion], I have continued to reflect on my contributions to the team and the goals we have set for our project. I am eager to take on more responsibilities and help drive our objectives forward.

I would appreciate any updates you may have regarding my promotion request, as well as any feedback on my performance and areas where I can improve.

Thank you for considering my request. I look forward to your response.

Warm regards,

[Your Name]
[Your Job Title]
[Company's Name]