

[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 formally express my interest in exploring potential opportunities for career advancement within [Company's Name].

Having been with the company for [duration] in the role of [current position], I have developed my skills and contributed to [specific achievements or projects], which I believe align with our team's goals. I am eager to take on greater responsibilities and continue contributing to our success. I would appreciate the opportunity to discuss any potential openings for promotion or to gain insights on the steps necessary to achieve this goal.

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

Sincerely,

[Your Name]