

[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 pursuing a promotion to [desired position] within our team. Over the past [duration of time], I have dedicated myself to contributing to our goals and have taken on additional responsibilities that have prepared me for this advancement.

During my time as [current position], I have successfully [mention specific achievements or contributions], which have positively impacted our team and overall company objectives. I have also [mention any additional training, certifications, or skills acquired] that align with the requirements of the [desired position].

I am passionate about continuing to grow within [Company's Name] and am excited about the opportunity to take on new challenges and contribute at a higher level. I would appreciate the chance to discuss my career progression and how I can further contribute to our team's success.

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

Sincerely,

[Your Name]