

[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 a promotion to [Desired Position] within [Department/Team]. Having been part of [Company's Name] for [Duration], I would like to present my case for this advancement based on my contributions and growth.

Over the past [timeframe], I have [describe key achievements, responsibilities, and any leadership roles taken]. Through these experiences, I have demonstrated [specific skills or competencies relevant to the desired position].

Moreover, I have actively contributed to [specific project, initiative, or improvement], which resulted in [quantifiable outcome or benefit to the company]. My commitment to [Company's goals/values] and [specific achievements or improvements] showcases my readiness for increased responsibilities and challenges.

I am eager to further contribute to our team and believe that my promotion to [Desired Position] will not only advance my career but also drive [Department/Team] towards our initiatives. I appreciate your consideration of my request and welcome the opportunity to discuss this matter further.

Thank you for your time and support.

Sincerely,

[Your Name]