

[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 would like to take this opportunity to discuss my current role and the possibility of a promotion within [Company's Name].

Over the past [duration] since I joined [Company's Name], I have had the privilege of contributing to various projects, including [mention specific projects or tasks]. Throughout this time, I have consistently [mention achievements or responsibilities that demonstrate growth].

Given my contributions and the experience I have gained, I believe I am ready to take on a greater challenge and further contribute to our team's success. I am particularly interested in the [specific position or role] as I believe it aligns with my skills and career goals.

I would appreciate the opportunity to meet and discuss this proposal further. Thank you for considering my request.

Sincerely,  
[Your Name]