

[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 being considered for a promotion within [Company's Name] to [Desired Position].

Over the past [duration of your tenure], I have had the privilege of contributing to our team's success through [specific examples of your contributions and accomplishments]. My commitment to [Company's Name] and its objectives has driven me to consistently exceed our performance goals, which I believe positions me well for advancement.

I have taken on additional responsibilities such as [mention any leadership roles, projects, or initiatives you've undertaken] that have allowed me to develop my skills and gain valuable experience that aligns with the requirements of [Desired Position].

I am excited about the potential to take on new challenges and responsibilities at [Company's Name] and to continue driving results for our team. I would appreciate the opportunity to discuss my candidacy further and explore how I can contribute even more effectively in a higher capacity.

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

Sincerely,
[Your Name]