

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally propose my candidacy for the [specific position] within our team. I believe my experience and contributions to [Company Name] position me as a strong candidate for this promotion.

Over the past [duration of time], I have taken on additional responsibilities, including [list relevant responsibilities or projects]. These experiences have allowed me to develop my skills in [relevant skills] and have significantly impacted our team's success by [describe impact].

I am eager to take on the challenges and responsibilities that come with the [specific position] and am excited about the opportunity to contribute further to our team's goals and the company's vision. I would appreciate the chance to discuss this proposal in more detail and explore how I can further support our team's objectives.

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

Sincerely,

[Your Name]
[Your Position]