

[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 request a promotion to [desired position] within [Company's Name]. Having been a part of the team for [duration] and contributing to [specific projects or achievements], I believe that I have demonstrated my commitment and the necessary skills for this advancement.

During my time in my current role as [your current position], I have successfully [mention specific accomplishments and contributions]. These experiences have not only enhanced my capabilities but have also prepared me to take on greater responsibilities.

I am excited about the possibility of bringing my expertise to [desired position] and further contributing to our company's success. I would appreciate the opportunity to discuss my request with you at your convenience.

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

Sincerely,

[Your Name]