

[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 the [specific position] that has become available in [department/team] as of [date]. After [number of years] years in my current role as [your current position], I believe I have developed the necessary skills and experience to succeed in this new position.

During my time at [Company's Name], I have successfully [mention specific achievements, projects, or contributions relevant to the new role]. These experiences have not only enhanced my capabilities but have also deepened my commitment to our team's success and the company's objectives.

I am eager to take on more responsibility and contribute at a higher level. I am confident that my dedication and proven track record in [mention skills or qualities relevant to the new position] make me a strong candidate for the promotion.

I would appreciate the opportunity to discuss this matter further and explore how I can continue to contribute to our team in this new capacity. Thank you for considering my request for a promotion.

Sincerely,

[Your Name]  
[Your Current Position]