

[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 express my interest in the [specific position] that has recently become available in our department. Having been a part of [Company Name] for [duration of time], I am excited about the opportunity to take on new responsibilities and contribute to our team's success in a greater capacity.

Over my tenure, I have successfully [mention specific achievements or contributions] which have directly contributed to [mention relevant outcomes or improvements]. Additionally, I have consistently exceeded performance goals and have developed strong relationships with both my colleagues and clients.

I believe my skills in [mention relevant skills] and my dedication to [company values or goals] make me a strong candidate for this promotion. I am eager to leverage my experience and insights to contribute to the continued growth and success of our team.

I would appreciate the chance to discuss this opportunity with you further. Thank you for considering my application; I look forward to your feedback.

Warm regards,

[Your Name]
[Your Current Position]