

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

Kwik Trip

[Store Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request consideration for a promotion to [desired position] at Kwik Trip. I have thoroughly enjoyed my time as [current position] and have continuously strived to contribute positively to our team.

Over the past [duration of employment], I have had the privilege of developing my skills and gaining valuable experiences in areas such as [mention any relevant skills or experiences]. I am particularly proud of [specific achievement or contribution], which I believe aligns with the goals of our store.

I am eager to take on new challenges and responsibilities, and I am committed to furthering my career within Kwik Trip. I would appreciate the opportunity to discuss my request and hear your thoughts on my performance and potential for growth.

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

Sincerely,

[Your Name]