

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to express my interest in the promotion to [specific position] within our team. As a dedicated LPN with [number] years of experience at [Company/Organization Name], I believe my skills and contributions warrant consideration for this advancement.

Throughout my tenure here, I have consistently demonstrated my commitment to providing high-quality patient care, collaborating effectively with our healthcare team, and supporting our organizational goals. I have successfully [mention any relevant achievements, projects, or responsibilities], which I believe showcases my readiness for increased responsibilities.

I am eager to take on new challenges and further contribute to our team's success. I would appreciate the opportunity to discuss my qualifications further and explore how my vision aligns with the direction of our department.

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

Sincerely,

[Your Name]
[Your Job Title]