

[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 an upgrade in my current position from [Your Current Position] to [Desired Position].

Over the past [time period], I have taken on additional responsibilities including [specific responsibilities or projects]. I have contributed to [specific achievements or results], which align with the goals of our team and the company.

I believe that my skills in [specific skills] and my experience with [relevant experience] would allow me to excel in the [Desired Position]. I am enthusiastic about the opportunity to further contribute to the team's success and take on new challenges.

I would appreciate the chance to discuss this matter further and explore how I can continue to grow within [Company's Name].

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

Sincerely,
[Your Name]