

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

Dear [Manager's Name],

I hope this letter finds you well. I am writing to formally request a promotion to [desired position] within [Pharmacy Name] based on my contributions and commitment to the team over the past [duration]. Since joining [Pharmacy Name] on [start date], I have taken on additional responsibilities such as [list responsibilities, projects, or initiatives] and have consistently strived to enhance our pharmacy's operations and customer service. My continuous education and training, including [mention any relevant certifications or courses], have equipped me with the skills necessary for this new role.

I believe that a promotion would not only reflect my hard work and dedication but also position me to contribute even more effectively to our team's success. I am eager to take on the challenges that come with [desired position] and to continue growing within [Pharmacy Name].

Thank you for considering my request. I would appreciate the opportunity to discuss my promotion further at your convenience.

Sincerely,

[Your Name]
[Your Current Position]