

[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 a promotion to [Desired Job Title] within [Department/Team]. I have thoroughly enjoyed being a part of [Company's Name] as [Current Job Title] for [duration] and believe I have made significant contributions during my time here.

In my current role, I have successfully [mention specific achievements, responsibilities, or projects]. These experiences have helped me develop the skills necessary for the [Desired Job Title], including [specific skills or competencies relevant to the new role].

I am eager to take on new challenges and continue to contribute to the success of our team. I believe that my dedication and proven track record of [insert relevant traits, e.g., leadership, teamwork] make me a suitable candidate for this promotion.

I would appreciate the opportunity to discuss my request in more detail and explore how I can further contribute to the [Company's Name]. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]  
[Your Job Title]