

[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 position] within [Department/Team Name].

Over the past [duration], I have taken on additional responsibilities and contributed to [specific achievements or projects]. I believe my efforts demonstrate my readiness for this advancement.

I am eager to discuss my performance and potential growth with you at your earliest convenience. Thank you for considering my request.

Sincerely,
[Your Name]