

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company 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]. Over the past [duration], I have taken on additional responsibilities and have consistently contributed to our team's success through [specific examples of accomplishments, projects, or contributions].

Given my contributions and commitment to [Company Name], I believe I am well-suited for this role. I am eager to discuss how I can further contribute in an expanded capacity.

Thank you for considering my request. I look forward to discussing this with you.

Sincerely,

[Your Name]