

[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 Name]. I have been with [Company's Name] for [Duration of Employment] and have taken on additional responsibilities such as [List Specific Responsibilities or Projects].

During my time in my current role as [Your Current Position], I have successfully [Mention Achievements or Contributions], which I believe align with the goals of our team and the broader objectives of the company.

I am confident that my skills in [Relevant Skills] and my commitment to [Company's Name] make me a suitable candidate for this promotion. I would greatly appreciate the opportunity to discuss this request further and explore how I can contribute even more effectively to our team.

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

Sincerely,

[Your Name]  
[Your Current Position]