

[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 express my interest in the promotion opportunity for [specific position] that was recently announced.

Over the past [duration of time] with [Company Name], I have had the privilege of [mention relevant experiences, contributions, or achievements]. Through these experiences, I have developed [specific skills or qualities relevant to the promotion], which I believe align well with the responsibilities of [desired position].

I am particularly proud of [mention a specific project, initiative, or achievement that showcases your capability]. This not only demonstrates my commitment to the goals of our department but also illustrates my ability to [mention key skills relevant to promotion].

I am eager to take on new challenges and continue contributing to [Company Name] in a greater capacity. I would appreciate the opportunity to discuss how my skills and experiences align with the goals of our team.

Thank you for considering my application for this promotion. I look forward to discussing this exciting opportunity with you.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]