

[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 am writing to formally request consideration for a promotion to [Desired Position] within [Department/Team] at [Company's Name]. Having been with the company for [Duration] and working in my current role as [Your Current Position], I have gained valuable experience and demonstrated my commitment to our team's success.

During my tenure, I have successfully [mention any notable achievements, contributions, or projects that align with the desired position]. I believe that my skills in [specific skills or experiences] make me a strong candidate for this position.

I am excited about the opportunity to take on new challenges and contribute to the growth and success of [Company's Name] in a greater capacity. I would appreciate the chance to discuss this further and explore how I can continue to add value in the role of [Desired Position].

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

Sincerely,

[Your Name]  
[Your Job Title]