

[Your Name]

[Your Position]

[Your Department]

[Your Company]

[Date]

[Manager's Name]

[Manager's Position]

[Company]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a promotion to [desired position] within our team.

Over the past [duration], I have taken on additional responsibilities such as [list specific tasks or projects], which I believe have positively impacted our team's performance and the company's goals.

I am passionate about continuing to contribute at a higher level and believe that my skills in [mention relevant skills] align with the requirements of the [desired position].

I would appreciate the opportunity to discuss this request further and explore how I can continue to grow within the company.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Contact Information]