

[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 the [desired position] within the [Department/Team] at [Company Name].

Having been with [Company Name] since [Start Date], I have taken on numerous responsibilities, including [briefly outline specific tasks, projects, or achievements relevant to the promotion]. I believe that my contributions have positively impacted our team and align with the company's goals.

I am eager to take on more challenges and responsibilities, and I am confident that my skills in [mention specific skills] make me a strong candidate for this role.

I would appreciate the opportunity to discuss this request further and explore how I can continue to support the team's success in a more advanced capacity. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]