

[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 consideration for a promotion to [desired position] within our team. Over the past [duration] years, I have dedicated myself to contributing to [specific projects or responsibilities], resulting in [specific achievements or results].

I believe my skills in [specific skills] and my ability to [specific actions or contributions] have prepared me for this advancement. I am eager to take on new challenges and responsibilities that come with this role, and I am confident in my ability to lead our team towards further success.

I would appreciate the opportunity to discuss my request in further detail and explore the potential for my growth within the company.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]