

[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 consideration for a promotion to the position of [Desired Job Title]. Over the past [duration of time in current position], I have taken on [describe key responsibilities, achievements, or projects]. These experiences have allowed me to develop my skills in [specific skills or areas relevant to the desired position] and have contributed significantly to our team's success.

I believe that my contributions have positively impacted [mention any specific outcomes or successes], and I am eager to take on increased responsibilities that come with the [Desired Job Title] position.

I would appreciate the opportunity to discuss this request further and explore how I can continue to contribute to [Company Name] in a greater capacity.

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

Sincerely,
[Your Name]