

[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 am writing to formally request consideration for a promotion to [desired position] within [Department/Team] at [Company Name]. Having been with [Company Name] for [duration of employment], I have had the opportunity to contribute to various projects such as [briefly mention relevant projects or responsibilities]. I believe my skills in [mention skills related to the desired position] and my commitment to [Company's goals/values] make me a suitable candidate for this advancement.

Throughout my time here, I have continually sought opportunities for growth and development, including [mention any relevant training, certifications, or achievements]. I am passionate about [specific aspects of the job/industry] and am eager to take on greater responsibilities in [desired position].

I would appreciate the opportunity to discuss my application further and explore how I can contribute more significantly to our team. Thank you for considering my request.

Sincerely,
[Your Name]
[Your Job Title]