

[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 [Department/Team/Organization]. Having been a part of [Company's Name] for [duration], I believe my contributions have positively impacted our team and the organization as a whole.

In my current role as [Your Current Position], I have successfully [mention specific achievements, responsibilities, or projects]. These experiences have equipped me with the skills and knowledge necessary to excel in [desired position].

I have also taken on additional responsibilities, including [mention any leadership roles, training initiatives, or projects undertaken], demonstrating my commitment to our team and the company's goals.

I am eager to continue contributing to our success in a greater capacity and believe that my efforts align with the expectations and requirements of the [desired position].

I would appreciate the opportunity to discuss my request further and explore potential pathways for my professional growth within [Company's Name]. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Current Position]
[Department/Team]