

[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 Name].

Over the past [duration], I have contributed to [specific projects, achievements, or responsibilities] that have positively impacted our team and company. I believe my experience and dedication make me a strong candidate for this role.

I would appreciate the opportunity to discuss this further and explore how I can continue to contribute to the success of our team in a greater capacity.

Thank you for considering my request.

Sincerely,

[Your Name]