

[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 career advancement within [Company's Name]. Over the past [duration of time] in my role as [your current position], I have [briefly highlight your contributions/accomplishments].

I am eager to take on additional responsibilities and contribute to our team's success in a more significant capacity. I believe that my skills in [specific skills or areas of expertise] would be valuable in the position of [desired position].

I would appreciate the opportunity to discuss my request further and explore potential pathways for my advancement. Thank you for considering my request, and I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]