

[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] at [Company's Name].

Over the past [duration], I have had the opportunity to contribute to [specific projects/initiatives] which have [mention achievements and their impact on the team/company]. I believe that my skills in [specific skills relevant to the new position] and my commitment to [company values/mission] align well with the responsibilities of the [desired position].

I am eager to continue growing within [Company's Name] and take on new challenges that will allow me to contribute to our team's success. I would appreciate the opportunity to discuss this further and explore how I can continue to add value in a new role.

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

Sincerely,

[Your Name]
[Your Job Title]