

[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 a promotion to [specific position] within [Department/Team Name]. I have been with [Company's Name] for [duration] and have consistently strived to contribute to our team while embracing the company's values and goals. I have taken on additional responsibilities, including [list specific projects, responsibilities, or achievements]. These experiences have enabled me to [explain how they prepare you for the new role]. Additionally, I have developed [mention any relevant skills, training, or qualifications] that align well with the expectations of the [specific position].

I am genuinely enthusiastic about the opportunity to [describe what you will achieve or contribute in the new role], and I believe my continued commitment to [Company's Name] will drive our team's success further. I would greatly appreciate the opportunity to discuss this request in detail and explore how I can further contribute to our goals.

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

Sincerely,

[Your Name]
[Your Job Title]
[Department]