

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally appeal for consideration of a promotion to [desired position] within [department/team].

Over the past [duration] at [Company Name], I have taken on additional responsibilities and successfully contributed to [specific accomplishments or projects]. I believe my skills in [relevant skills] and my commitment to [Company's goals/values] make me a strong candidate for this role.

I am eager to discuss how I can further contribute to our team in an expanded capacity. Thank you for considering my appeal.

Sincerely,

[Your Name]
[Your Job Title]