

[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 express my interest in a promotion to [desired position] within [Company's Name]. Having been a part of the team since [start date], I have consistently strived to contribute to our goals, achieving [mention any relevant accomplishments or contributions]. My experience in [mention relevant skills or projects] has further prepared me for this role.

I believe that my dedication, initiative, and [mention any relevant skills or qualifications] make me a strong candidate for this promotion. I am eager to take on additional responsibilities and continue to support our team's success.

Thank you for considering my request. I am looking forward to the opportunity to discuss this further.

Sincerely,

[Your Name]
[Your Job Title]