

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

Dear [Manager's Name],

I hope this message finds you well! I wanted to take a moment to express my thoughts about my current role and some exciting possibilities for the future.

Over the past [duration], I have really enjoyed working at [Company Name] and contributing to our team's success. I've learned a lot and have taken on additional responsibilities, including [mention specific tasks or projects].

Given my experiences and the positive outcomes we've achieved, I would love to discuss the possibility of a promotion to [desired position]. I believe that this role aligns with my skills and ambitions, and I am eager to take on new challenges to continue our team's growth.

I appreciate your support and guidance, and I look forward to discussing this with you further.

Best regards,

[Your Name]