

[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 request consideration for a promotion to [desired position] within [department/team name] based on my contributions and growth in my current role as [your current position].

Over the past [duration in current role], I have consistently taken on additional responsibilities, such as [briefly outline relevant achievements and contributions]. I believe that my experiences and dedication to our team's success make me a suitable candidate for this position.

I am excited about the opportunity to take on a greater role within [Company Name] and continue to contribute to our goals. I would appreciate the chance to discuss this further at your convenience.

Thank you for considering my request.

Sincerely,
[Your Name]