

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally outline my achievements and contributions to [Company's Name] as I seek consideration for a promotion to [Desired Position].

1. **\*\*Achievement/Contribution 1\*\***: [Brief description of achievement, including metrics/results if applicable]

2. **\*\*Achievement/Contribution 2\*\***: [Brief description of achievement, including metrics/results if applicable]

3. **\*\*Achievement/Contribution 3\*\***: [Brief description of achievement, including metrics/results if applicable]

In addition to the above, I have consistently demonstrated my commitment to [Company's Name] through [mention any relevant qualities or soft skills].

I believe that my contributions align with the goals of our team and the company as a whole. I look forward to the opportunity to further discuss my potential for growth within the organization.

Thank you for considering my request.

Sincerely,

[Your Name]