

[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 am writing to formally request consideration for a promotion to the position of [Desired Job Title] within [Department/Team Name]. Having worked at [Company's Name] for [Duration of Employment] as a [Current Job Title], I am eager to take on new challenges and contribute to the organization in a greater capacity.

During my time in my current role, I have [briefly highlight key achievements, skills, or contributions]. I believe that my experience and dedication align well with the responsibilities of the [Desired Job Title] position.

I am excited about the opportunity to further contribute to [Company's Name] and support our goals by [mention how you plan to add value in the new role].

I appreciate your consideration of my application. I look forward to the possibility of discussing this exciting opportunity with you.

Thank you for your time.

Sincerely,

[Your Name]