

[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 request consideration for a promotion to [desired position] within [department or team] at [Company's Name].

Over the past [duration of time] in my position as [your current position], I have had the opportunity to [mention specific accomplishments, contributions, or responsibilities]. I believe these experiences have prepared me to take on more challenges and contribute to our team's success in a greater capacity.

In my current role, I have successfully [provide examples of achievements]. Additionally, I have developed [mention skills or experiences relevant to the new position], which I believe align well with the requirements of [desired position].

I am passionate about [mention relevant aspect of the company or department] and am eager to contribute even more significantly through this new role. I would appreciate the opportunity to discuss this possibility with you at your earliest convenience.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]