

[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 express my interest in a promotion to [desired position] within [Company's Name]. I believe my contributions and dedication to the team make me a strong candidate for this advancement.

Over the past [time period], I have successfully [mention key achievements or contributions related to your role]. These experiences have equipped me with the skills and insights needed to excel in the [desired position]. I am particularly proud of [specific project or accomplishment], which resulted in [quantifiable result or positive impact].

I am committed to the growth and success of our team and am constantly seeking ways to improve efficiency and productivity. In addition, I have taken the initiative to [mention any additional relevant actions taken, such as training, certifications, or leadership roles].

I am excited about the possibility of taking on new challenges and responsibilities that come with the [desired position]. I am confident that my background, skills, and passion for our organization align well with the expectations of this role.

I would appreciate the opportunity to discuss my potential for promotion further. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Position]