

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

[Recipient's Name]
[Recipient's Title]
[Company's Name]

[Company's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my interest in the promotion to [desired position] within [Company's Name]. Having been part of this esteemed organization for [duration] as [your current position], I believe my skills and experiences align well with the requirements of the role. During my time at [Company's Name], I have successfully [mention specific achievements or contributions]. These experiences have equipped me with a solid understanding of [relevant skills or knowledge], which I am eager to bring to the [desired position].

I am enthusiastic about the opportunity to contribute to [specific goals or initiatives related to the new position], and I am confident that my background in [mention relevant experience] makes me a strong candidate for this promotion.

Thank you for considering my request. I look forward to discussing my potential promotion further and exploring how I can continue to add value to [Company's Name].

Sincerely,

[Your Name]
[Your Current Position]