

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

Subject: Request for Promotion

I hope this message finds you well. I am writing to formally request a promotion to [desired position] within [Department/Team] based on my contributions, performance, and growth within the company.

Over the past [duration] years, I have successfully [mention specific achievements, projects, or responsibilities]. My efforts have resulted in [describe the impact of your work]. Additionally, I have continually sought to improve my skills and take on new challenges, such as [mention any relevant training or additional responsibilities].

Given my track record and commitment to [Company Name], I firmly believe that I am ready to take on the responsibilities of [desired position]. I am excited about the opportunity to contribute at a higher level and help achieve our team's goals.

I would appreciate the opportunity to discuss this in more detail and explore how I can further contribute to [Company Name]'s success. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Position]