

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

Dear [Manager's Name],

I hope this letter finds you well. I am writing to formally express my interest in the promotion to [desired position] that has become available within our department.

Over the past [duration] at [Company/Organization Name], I have [briefly describe your responsibilities, contributions, and any accomplishments]. I believe my skills in [mention specific skills or experience relevant to the new position] make me an ideal candidate for this role.

In particular, I have [highlight key achievements or projects that demonstrate your qualifications]. I am passionate about advancing my career and continuing to contribute to the success of our team.

I would appreciate the opportunity to discuss how I can further add value to [Company/Organization Name] in a more advanced role. Thank you for considering my application.

Sincerely,

[Your Name]
[Your Job Title]