

[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],

I hope this message finds you well. I am writing to formally request a promotion to [desired position] within [Department/Team Name]. Having been part of [Company Name] for [duration] as a [current position], I have had the opportunity to contribute significantly to [specific projects or responsibilities].

Throughout my tenure, I have successfully [mention specific achievements, skills acquired, or additional responsibilities taken], which I believe exemplify my readiness for greater responsibilities. I am excited about the possibility of further contributing to our team's success and the organization's objectives.

I would appreciate the opportunity to discuss my performance and future contributions in more detail. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]