

[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 the XDJ promotion opportunity within our team. With [insert years of experience or specific skills relevant to the promotion], I believe I am well-suited for this position.

During my time in [current position], I have successfully [insert achievements or responsibilities that highlight your qualifications]. I am confident that my dedication and skills in [specific skills or areas] will allow me to contribute effectively to the team's goals.

I would appreciate the opportunity to discuss how I can further support our team in this new role. Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]
[Department]