

[Your Name]  
[Your Position]  
[Your Department]  
[Company Name]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Manager's Position]  
[Company Name]

Dear [Manager's Name],

I am writing to formally express my interest in the [Position Title] position that has recently become available in the [Department/Team Name]. Having been with [Company Name] for [duration] and holding my current position as [Current Position], I believe I am well-suited for the responsibilities associated with this new role.

Throughout my time at [Company Name], I have successfully [mention specific achievements, projects, or initiatives that relate to the new position]. These experiences have equipped me with the skills and knowledge necessary to excel as [Position Title]. I am particularly drawn to this role because [mention what excites you about the new position].

I appreciate the opportunities for professional development that [Company Name] has provided me, and I am eager to contribute further to our team's success in a higher capacity. I firmly believe that my familiarity with the company culture, combined with my skills in [mention relevant skills], will allow me to make a meaningful impact in this position.

Thank you for considering my application for promotion. I am looking forward to the opportunity to discuss my candidacy further.

Sincerely,

[Your Name]  
[Your Position]  
[Department]