

[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 discuss my growth and contributions to [Company's Name] and to express my interest in a promotion to [Desired Position].

Since joining [Company's Name] on [Start Date], I have been dedicated to achieving our team's goals and contributing to the overall success of the organization. Over the past [number] years/months, I have taken on additional responsibilities, such as [mention specific responsibilities or projects], which have helped improve [specific outcomes, metrics, or team dynamics].

In particular, I would like to highlight [specific achievement or project] that resulted in [quantifiable outcome, such as revenue increase, cost savings, improved efficiency]. This accomplishment not only showcases my skills in [relevant skills] but also my commitment to the success of our team and company.

I believe that taking on the role of [Desired Position] aligns with my aspirations and is a natural progression given my contributions and the experience I have gained in my current role. I am eager to bring even more value to our team and to help [Company's Name] achieve its objectives.

I would appreciate the opportunity to discuss this further and explore how I can continue to contribute to our team's success in an elevated capacity. Thank you for considering my request.

Sincerely,
[Your Name]