

[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 [specific position] that has become available within our team. Over my time at [Company's Name], I have [briefly describe your achievements, contributions, and relevant experience].

I believe my skills in [mention relevant skills or experiences] will allow me to make a positive impact in this new role. I am also very excited about [mention any new responsibilities or challenges associated with the position] and feel well-prepared to take on these challenges.

Thank you for considering my request for promotion. I would appreciate the opportunity to discuss this further and explore how I can continue to contribute to the success of our team in a greater capacity.

Warm regards,

[Your Name]
[Your Job Title]