

[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 consideration for a promotion to [desired position] within [Department/Team] at [Company Name].

Over the past [duration] with the company, I have had the opportunity to [briefly describe your contributions and achievements]. Some highlights include:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

I believe my experiences and demonstrated skills, including [list relevant skills or competencies], align well with the responsibilities of the [desired position].

I am eager to take on new challenges and further contribute to our team's success and the overall goals of [Company Name]. I would appreciate the opportunity to discuss this request further at your convenience.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]