

[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 request consideration for a promotion to [desired position]. Over the past [duration] at [Company's Name], I have taken on additional responsibilities, such as [specific examples of contributions or achievements], which I believe demonstrate my commitment and readiness for advancement.

I am eager to continue contributing to our team's success and would appreciate the opportunity to discuss how my skills align with the goals of the [new position/department].

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

Sincerely,  
[Your Name]