

[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] within [Department/Team Name].

Over the past [duration in current position], I have taken on significant responsibilities, including [mention specific accomplishments, projects, or contributions]. I believe these achievements demonstrate my commitment to the team's success and our company's goals.

I am eager to take on new challenges and contribute even more to our organization. I would appreciate the opportunity to discuss my potential for advancement and any steps I can take to prepare for this role.

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

Best regards,

[Your Name]
[Your Job Title]