

[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 a consideration for promotion to [desired position] within [Department/Team] based on my contributions and performance over the past [duration, e.g., year, months].

In my current role as [your current position], I have taken on additional responsibilities, including [specific tasks, projects, or roles]. My efforts have resulted in [quantifiable achievements or contributions]. I believe these accomplishments demonstrate my capability and readiness for the increased responsibilities of [desired position].

I am passionate about [mention any relevant goals or values aligned with the company] and am eager to continue contributing to our team's success in a greater capacity. I would appreciate the opportunity to discuss my request in further detail.

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

Sincerely,

[Your Name]
[Your Job Title]