

Subject: Request for Promotion Consideration

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request your consideration for a promotion to [desired position] within our team.

Over the past [duration] in my role as [current position], I have had the opportunity to [mention specific achievements, responsibilities, or contributions]. I believe my skills in [mention relevant skills or experiences] and my commitment to [company's goals/values] have positively impacted our team's success.

I am eager to take on new challenges and responsibilities, and I am confident that my experience and dedication make me a strong candidate for this position. I would appreciate the opportunity to discuss this further at your earliest convenience.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]