

[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 am writing to formally request consideration for a promotion to [desired position] within [Department/Team] at [Company's Name]. Since joining the company on [Start Date], I have taken on additional responsibilities and consistently demonstrated my commitment to our team's success.

In my current role as [Your Current Position], I have achieved [mention specific accomplishments, projects, or contributions that highlight your qualifications]. I believe that my skills in [mention relevant skills or experiences] make me a strong candidate for the [desired position].

I am eager to take on the challenges that come with this new role and contribute even more to our organization's goals. I would appreciate the opportunity to discuss my request further and explore how I can continue to add value to [Company's Name].

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

Sincerely,
[Your Name]