

[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 your consideration for a promotion to [desired position] within [Department/Team] at [Company's Name].

Over my [duration] in my current role as [Your Current Position], I have had the opportunity to contribute to [specific projects, achievements, or responsibilities]. I believe my efforts have significantly supported our goals and have demonstrated my commitment to the success of our team.

I am particularly proud of [specific accomplishment or contribution], which not only achieved [result or outcome] but also aligned with [Company's/Department's goals]. I have also taken the initiative to [mention any additional responsibilities or projects taken on] to further enhance my skills and support our collective objectives.

Given my contributions and the experience I have gained, I feel that I am well-equipped to take on the additional responsibilities that come with the [desired position]. I am excited about the opportunity to [mention how you intend to contribute in the new role], and I am confident that I can continue to deliver value to our team.

I would appreciate the opportunity to discuss this further and explore how I can continue to grow with [Company's Name]. Thank you for considering my request.

Sincerely,
[Your Name]