

[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]. Over the past [duration of time] at [Company's Name], I have taken on [mention any additional responsibilities, projects, or achievements that demonstrate your growth and suitability for the role]. In my current position as [Your Current Position], I have successfully [list specific accomplishments, contributions, or skills relevant to the desired position]. I believe that my dedication to our team and ability to [mention any relevant competencies or experiences] align well with the expectations of [desired position].

I am eager to take on new challenges and continue to contribute to [Company's Name]. I would appreciate the opportunity to discuss this matter further at your convenience. Thank you for considering my request.

Best regards,

[Your Name]
[Your Job Title]
[Your Department]