

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a promotion to [desired position] based on my contributions and performance during my time at [Company's Name].

Over the past [duration], I have taken on additional responsibilities such as [specific examples of your contributions and achievements]. I believe these efforts have positively impacted our team and the overall success of the company.

I am confident that my skills and dedication make me a suitable candidate for this promotion. I am eager to further contribute to our goals in a more elevated role.

Thank you for considering my request. I look forward to discussing this matter with you.

Sincerely,
[Your Name]