

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company 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 [Position Title] within [Department/Team Name].

Over the past [duration], I have taken on additional responsibilities, including [list specific duties or projects]. I believe my contributions have positively impacted our team's success and aligned with the company's goals.

I have consistently [mention achievements, skills, or qualities relevant to the promotion] and have received positive feedback from [mention sources of feedback, if applicable].

Given my [mention relevant experience or qualifications], I am confident in my ability to excel in the [Position Title] role. I would appreciate the opportunity to discuss this further and explore how I can continue contributing to [Company Name] in an elevated capacity.

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

Sincerely,

[Your Name]  
[Your Job Title]