

[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 or team]. Over the past [duration of time] at [Company's Name], I have had the opportunity to contribute to [specific projects or responsibilities], which have significantly enhanced my skills and added value to our team. During my time in my current role as [your current position], I have successfully [list key achievements or contributions]. These experiences have equipped me with the expertise and leadership abilities that align with the responsibilities of [desired position].

I am passionate about continuing my professional growth with [Company's Name] and believe that my dedication and commitment to our goals make me a strong candidate for this promotion. I am eager to take on additional challenges and contribute to the success of our team in a greater capacity.

I would appreciate the opportunity to discuss this in more detail and explore how I can further assist our team in achieving its objectives in the [desired position] role. Thank you for considering my request. I look forward to your feedback.

Sincerely,

[Your Name]
[Your Job Title]