

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

Since joining [Company's Name] on [start date], I have enjoyed [briefly mention contributions or projects, skills developed]. My experiences have equipped me with [mention any skills or experiences relevant to the new position] and I believe these align with the requirements of [desired position].

In my current role as [Your Current Position], I have successfully [list key achievements or contributions] which have had a positive impact on our team and the organization as a whole. I am eager to take on new responsibilities and continue to contribute to [Company's Name]'s success in a greater capacity.

I would appreciate the opportunity to discuss my promotion further and explore how I can continue to add value to our team in the [desired position]. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Current Position]