

[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 a review of my current position and to discuss the possibility of a promotion to [desired position] within [Department/Team].

Over the past [duration], I have had the opportunity to contribute to [specific projects, responsibilities, or achievements], which I believe have positively impacted our team's goals and the overall success of the company. My experiences have honed my skills in [relevant skills or areas of expertise], allowing me to [specific accomplishments].

As I continue to grow and develop in my role, I am eager to take on greater responsibilities and challenges. I am confident that my [mention skills, experiences, or qualifications] positions me well for the [desired position], where I can further contribute to our team's success and align with the strategic goals of the organization.

I would appreciate the opportunity to discuss this request in further detail and explore how I can continue to add value to our team in a more advanced capacity. Thank you for considering my request.

Looking forward to your response.

Sincerely,

[Your Name]
[Your Job Title]