

[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 promotion to [desired position] within [Company's Name]. Having been a part of the team for [duration of time], I have taken on increasing responsibilities and have consistently worked toward contributing to our goals.

In my current role as [your current position], I have achieved [mention specific accomplishments or contributions that demonstrate your readiness for the promotion]. These experiences have equipped me with a deeper understanding of our operations and have prepared me to take on the challenges of [desired position].

I am passionate about [specific aspects of your job or company], and I believe that my skills in [mention relevant skills or experiences] align well with the demands of [desired position]. I am eager to continue my professional development within [Company's Name] and contribute to our success at a higher level.

I would appreciate the opportunity to discuss this request further and explore how I can continue to add value to our team in a new capacity. Thank you for considering my request. I look forward to your response.

Sincerely,
[Your Name]