

[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 consideration for a promotion to [desired position] within QVC. Over the past [duration at the company], I have fully embraced my role as [your current position] and have consistently aimed to exceed expectations. Throughout my time here, I have successfully [mention specific achievements, projects, or contributions]. These experiences have not only enriched my professional skills but have also deepened my commitment to QVC's goals and values.

I am particularly excited about the opportunity to take on new challenges and contribute at a higher level by [briefly explain how you would contribute in the new role]. I believe my skills in [relevant skills or experiences] make me a strong candidate for this position.

Thank you for considering my request. I am eager to discuss this further and explore how I can continue to grow and contribute to the success of our team.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Department]