

[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 a promotion transfer to [specific position/department] within [Company Name]. Having worked in my current role as [Your Current Position] for [Duration], I believe that my skills and experiences align well with the responsibilities of the new position.

In my current position, I have successfully [mention any relevant achievements or responsibilities], which I believe have prepared me for the challenges of [specific position/department]. I am eager to continue my professional growth and contribution to our team in a more impactful capacity.

I would appreciate the opportunity to discuss my request further and to explore how I can continue to add value to [Company Name] in this new role. Thank you for considering my request. I look forward to your response.

Sincerely,
[Your Name]
[Your Job Title]