

[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 seek your guidance on opportunities for advancing my career within [Company Name]. As I reflect on my time here, I am eager to contribute at a higher level and further develop my skills.

I would greatly appreciate any advice or resources you could provide regarding potential pathways for advancement, as well as any skills or experiences I should focus on to align with the company's goals.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]