

Application for Promotion

Date: [Insert Date]

To,

[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 express my interest in the [Position Title] position that has recently become available within our team.

Since joining [Company Name] on [Start Date], I have had the pleasure of working in the [Your Current Position] role, where I have successfully [mention specific achievements or responsibilities]. My experiences have equipped me with a strong understanding of [relevant skills or knowledge related to the new position].

I am eager to take on new challenges and contribute further to our company's success. I believe my skills in [mention any specific skills or experiences relevant to the new position] make me a suitable candidate for this promotion.

Thank you for considering my application. I am looking forward to discussing this opportunity with you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]