

# Request for Internal Advancement Opportunity

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally express my interest in the [specific position title] that has recently become available within our organization. Having been with [Company Name] for [duration of employment], I believe that my skills and experience make me a strong candidate for this position.

During my time in [current position], I have successfully [mention any relevant accomplishments or responsibilities]. I am keen to take on new challenges and contribute further to our team's success.

I would appreciate the opportunity to discuss my application in more detail and explore how I can contribute to [Company Name] in this new capacity. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Current Position]

[Your Contact Information]