

[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 inquire about promotion opportunities within [Company Name] and to express my continued interest in advancing my career here.

Having worked in [Your Current Position] for [Duration] and successfully contributing to [Specific Projects or Achievements], I believe I am ready to take on additional responsibilities and continue growing within the organization.

Could you please provide information on any upcoming promotion opportunities and the qualifications required? I would also appreciate any guidance on how I can prepare myself for such opportunities.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]