

Subject: Justification for Career Progression Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request consideration for a career progression opportunity within our organization. As you are aware, I have been with [Company Name] for [Duration] in the role of [Your Current Position]. During this time, I have diligently worked to contribute to our team's success and take on additional responsibilities.

Here are a few key points that I believe justify my request:

- Consistent achievement of [specific goals or metrics], demonstrating my commitment to the company's objectives.
- Successful completion of [specific projects or initiatives], showcasing my ability to lead and innovate.
- My continuous pursuit of professional development, including [relevant courses, certifications, or training].
- Positive feedback from colleagues and clients, indicating my strong interpersonal and communication skills.

I am eager to discuss how my experiences and accomplishments align with the requirements of [Desired Position] and contribute to our team's future success. Thank you for considering my request. I look forward to the opportunity to speak with you.

Sincerely,

[Your Name]
[Your Position]
[Contact Information]