

# Advancement Opportunity Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request consideration for advancement opportunities within [Company's Name]. I have been with the company for [duration] and have greatly enjoyed my role as [Your Current Position]. During my time here, I have consistently worked to enhance my skills and contribute positively to our team.

In light of my accomplishments and ongoing dedication to [Company's Name], I believe it would be beneficial for both my career and the company to explore potential advancement paths. I am particularly interested in [specific role or area of interest], as I feel my experience in [mention relevant skills or projects] aligns well with the responsibilities required.

I would appreciate the opportunity to discuss this further and explore how I can contribute at a higher capacity. Thank you for considering my request.

Sincerely,

[Your Name]