

## **Subject: Inquiry Regarding Internal Promotion Opportunities**

Dear [Manager's Name],

I hope this message finds you well. I am writing to express my interest in any potential internal promotion opportunities that may be available within our department.

Over the past [duration of employment], I have thoroughly enjoyed my role as [Your Current Position] and have taken on additional responsibilities such as [list relevant responsibilities or projects]. I believe that my contributions have positively impacted our team's performance and alignment with our company goals.

I am eager to further my career and contribute even more to our organization. If there are upcoming opportunities for advancement, I would appreciate any guidance or insights on the application process.

Thank you for considering my inquiry. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]