

Internal Job Promotion Request

Date: [Insert Date]

Your Name: [Insert Your Name]

Your Current Position: [Insert Your Current Position]

Department: [Insert Department]

Manager's Name: [Insert Manager's Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally express my interest in the [Insert Job Title] position that has recently become available in our department. I believe my experience and skills make me a strong candidate for this advancement opportunity.

During my time at [Company Name], I have successfully [insert relevant accomplishments or experiences], which I believe have prepared me well for the challenges associated with this new role. I am eager to bring my [mention key skills related to the new position] to the team and contribute to [mention specific goals or projects relevant to the new role].

I would appreciate the opportunity to discuss this role further and share how I can contribute to our team's success in this new capacity. Thank you for considering my application for this exciting opportunity.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]