

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[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 an opportunity to take on increased responsibilities within our team. Over the past [duration], I have greatly enjoyed my role as [Your Current Position] and have consistently sought to contribute to our projects and initiatives.

During my time in this position, I have successfully [mention any relevant achievements or contributions]. I believe that my skills in [list relevant skills] have prepared me to handle more complex tasks and challenges.

I am particularly interested in [mention specific areas where you want to take on more responsibility] and believe that taking on these responsibilities will not only support our team's goals but also allow me to grow professionally.

I would love the chance to discuss this further and explore how I can help our team achieve even greater success. Thank you for considering my request. I look forward to your response.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Current Position]