

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a skills assessment as part of my consideration for a promotion to [Desired Position] within [Department/Team Name].

Over the past [duration] at [Company Name], I have taken on additional responsibilities and have continued to grow both personally and professionally. My contributions include:

- [Specific achievement or project]
- [Another achievement or project]
- [Key skills demonstrated]

I believe that my skills in [specific skills related to desired position] align well with the requirements for the [Desired Position]. I am eager to discuss how my experiences and contributions have prepared me for this advancement.

I would appreciate the opportunity to meet with you at your convenience to discuss this request further. Thank you for considering my request, and I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]