

Request for Consideration for Internal Promotion

Date: [Insert Date]

[Your Name]

[Your Position]

[Department]

[Company Name]

[Your Contact Information]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request your consideration for a promotion to the [Position Title] within our department. Having been with [Company Name] for [duration], I have greatly enjoyed my time as a [Current Position] and am eager to take on new challenges.

During my tenure, I have successfully [mention key accomplishments and contributions], which I believe have positively impacted our team and the overall success of the company. I am confident that my [skills/experience] and commitment to our goals make me a suitable candidate for this role.

I appreciate your consideration of my request for this opportunity, and I would welcome the chance to discuss it further at your convenience.

Thank you for your time and support.

Sincerely,

[Your Name]