

Request for Promotion Consideration

Your Name: [Your Name]

Your Position: [Your Position]

Department: [Your Department]

Date: [Date]

Manager's Name: [Manager's Name]

Manager's Position: [Manager's Position]

Dear [Manager's Name],

I am writing to formally request consideration for promotion to [desired position] within [Company Name]. Over the past [duration] years, I have had the opportunity to grow and develop in my current role as [current position]. I have successfully [mention key achievements and responsibilities].

I believe that my skills in [mention relevant skills or experiences] and my contributions to [mention specific projects or teams] align perfectly with the requirements for the [desired position]. I am eager for the chance to take on new challenges and continue my professional growth within the company.

Thank you for considering my request. I would appreciate the opportunity to discuss this further and outline my qualifications in more detail.

Sincerely,

[Your Name]