

Request for Promotion

[Your Name]

[Your Job Title]

[Your Department]

[Date]

[Manager's Name]

[Manager's Title]

[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally express my interest in a promotion to [desired position] within [Department/Team]. Over the past [duration you have worked in current position], I have taken on additional responsibilities and have consistently achieved [mention specific achievements or contributions].

I believe my experience in [describe relevant experience] and my commitment to [mention company values or goals] would make me a strong candidate for this new role. I am eager to continue contributing to our team and to take on new challenges that align with my career aspirations.

I would appreciate the opportunity to discuss this further at your convenience. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Contact Information]