

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Appeal for Career Advancement

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally appeal for a consideration of career advancement within [Company's Name]. Having been a part of the [specific department or team] for [duration], I believe I have contributed significantly to our goals and projects.

During my tenure at [Company's Name], I have taken on various responsibilities including [list relevant responsibilities or projects]. These experiences have equipped me with [mention skills or achievements], further solidifying my commitment to the growth of our team.

I am particularly interested in advancing to [specific position or role] as I believe my skills in [relevant skills] align well with the responsibilities of this position. I am eager to continue contributing to [Company's Name] at a higher capacity and take on new challenges.

I would greatly appreciate the opportunity to discuss my career progression with you at your earliest convenience. Thank you for considering my appeal.

Sincerely,

[Your Name]