

# Subject: Initiating Promotion Discussion

[Your Name]

[Your Position]

[Your Department]

[Date]

[Manager's Name]

[Manager's Position]

[Manager's Department]

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Dear [Manager's Name],

I hope this message finds you well. I would like to take the opportunity to discuss the possibility of a promotion at our upcoming meeting. Over the past [duration] at [Company Name], I have taken on additional responsibilities and have consistently aimed to exceed the expectations set for my current role.

Some of my key contributions include:

- [Contribution 1]
- [Contribution 2]
- [Contribution 3]

Based on these contributions and my continued growth within the team, I believe I am ready to take on a more advanced role and contribute even more to our department's success.

I would appreciate the chance to discuss this further with you and explore the possibility of a promotion. Thank you for considering my request, and I look forward to our conversation.

Sincerely,

[Your Name]

[Your Contact Information]