

Request for Job Promotion Consideration

[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]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request your consideration for a promotion to [desired position] within [Department/Team Name]. Having been with [Company's Name] for [duration], I have actively contributed to our team and have taken on additional responsibilities that I believe demonstrate my readiness for this advancement.

During my time in my current role as [current position], I have accomplished [mention specific achievements or contributions]. These experiences have equipped me with the skills and insights necessary for the [desired position]. I am excited about the prospect of taking on new challenges and contributing even more to the company's success.

I would appreciate the opportunity to discuss my request further and explore how I can continue to grow within [Company's Name]. Thank you for considering my application for promotion. I look forward to our conversation.

Sincerely,
[Your Name]