

Request for Job Position Advancement

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Date: [Insert 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 a consideration for advancement within the company. Over the past [duration of time] as [Your Current Position], I have taken on additional responsibilities and have made significant contributions, including [specific examples of contributions].

I believe that my skills and dedication to [Company's Name] align well with the goals of the team and organization. I am particularly interested in the [specific position or opportunity] and believe that I can bring added value in this role.

I would appreciate the opportunity to discuss my request further and explore how I can continue to contribute to our team in an elevated capacity. Thank you for considering my request.

Sincerely,

[Your Name]