

[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 express my interest in exploring potential career advancement opportunities within [Company's Name]. Having been a part of the team for [duration of employment] and contributed to [specific projects or achievements], I am keen on furthering my career while continuing to contribute to the success of our organization.

I would appreciate the opportunity to discuss any potential openings or pathways for internal advancement that align with my skills and experiences. I am eager to take on new challenges and responsibilities that would allow me to grow professionally.

Thank you for considering my request. I look forward to your guidance and any advice you may have regarding this matter.

Sincerely,

[Your Name]