

Subject: Request for Consideration of Job Elevation

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request your consideration for my elevation to [new position title] within our team.

Over the past [duration], I have taken on additional responsibilities, including [specific tasks or projects]. I believe these experiences have equipped me with the skills necessary to contribute even more effectively in the elevated role.

I am committed to our team's success and believe that this elevation would allow me to contribute at a higher level while facilitating my professional growth.

Thank you for considering my request. I look forward to discussing this opportunity with you.

Best regards,

[Your Name]

[Your Current Position]

[Your Contact Information]