

[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 inquire about my eligibility for promotion within [Company's Name]. Having been with the company for [duration of service], I have taken on additional responsibilities and contributed to several key projects, including [briefly mention any notable contributions].

I would appreciate any information regarding the criteria for promotion and whether I meet those qualifications. Additionally, I would welcome any feedback you might have on my performance and areas for growth.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]