

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request consideration for a promotion to [desired position] within [Company Name]. Over the past [duration] in my role as [current position], I have demonstrated my commitment to the company and have successfully contributed to [mention specific projects, achievements, or responsibilities].

I believe that my skills in [mention specific skills] and my experience in [mention relevant experience] have equipped me to take on the challenges that come with the [desired position]. I am eager to further contribute to our team and help drive our goals forward.

I would greatly appreciate the opportunity to discuss my request further. Thank you for considering my application for this advancement.

Sincerely,

[Your Name]