

Promotion Negotiation Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Promotion Discussion

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a meeting to discuss the possibility of a promotion within our team. Over the past [insert duration], I have taken on increased responsibilities and contributed to [mention specific projects or achievements].

Given my dedication and the skills I have developed, I believe I am ready to take on a greater role within the organization. I would appreciate the opportunity to discuss my contributions and the potential for advancement.

Please let me know a convenient time for you to meet. Thank you for considering my request. I look forward to our discussion.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]