

Inquiry Regarding Career Advancement Offer

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about potential career advancement opportunities within [Company Name]. I have been with the company for [duration] and have greatly enjoyed my role as [Your Current Position].

Recently, I have been reflecting on my professional growth and would like to explore any options available for advancement or additional responsibilities that align with my skills and career goals.

Could we schedule a time to discuss the possibilities? I am eager to contribute more significantly to our team's success.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]