

Subject: Request for Discussion on Career Advancement Opportunity

Dear [Manager's Name],

I hope this message finds you well. I am writing to express my gratitude for the opportunities I've had at [Company Name] and to discuss my potential career advancement within the organization.

Over the past [duration] with [Company Name], I have taken on additional responsibilities and contributed to [specific projects or achievements]. I believe that my efforts align well with the company's goals and I am eager to take on a more significant role.

I would appreciate the chance to meet with you to discuss possibilities for career growth and how I can further contribute to our team. I am particularly interested in exploring [specific position or opportunity].

Thank you for considering my request. I look forward to our conversation.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]