

[Your Name]
[Your Job Title]
[Date]

[Manager's Name]
[Department]
[Company Name]

Dear [Manager's Name],

I am writing to formally express my interest in discussing my career progression and a potential advancement to a more senior role within the team. Having served with [Company Name] for [Number] years, I remain deeply committed to our collective goals and am eager to take on greater responsibilities.

During my tenure, I have consistently delivered results, including [Mention Key Achievement 1] and [Mention Key Achievement 2]. My long-term experience has provided me with an in-depth understanding of our operations, allowing me to mentor junior staff and streamline [Specific Process or Project].

I believe that moving into a [Target Job Title] role would allow me to apply my institutional knowledge and leadership skills more effectively to help the company achieve [Specific Company Goal].

I would appreciate the opportunity to meet with you to discuss my performance history and how I can further contribute to the organization in an advanced capacity. Thank you for your continued support and for considering my request.

Sincerely,

[Your Signature]
[Your Printed Name]