[Date]

[Manager Name]
[Manager Job Title]
[Company Name]

Dear [Manager Name],

I am writing to formally request a promotion to [New Job Title] and a corresponding salary adjustment to [Desired Salary Amount].

Since joining the team as [Current Job Title], my responsibilities have grown significantly. In addition to my core duties, I have successfully taken on the following expanded roles:

- [Achievement or new responsibility 1]
- [Achievement or new responsibility 2]
- [Achievement or new responsibility 3]

I am consistently delivering results at a higher level of seniority, and I believe my current compensation should reflect these added contributions and the increased scope of my impact on the company.

I am very committed to the continued success of [Company Name] and look forward to discussing how I can contribute even more in this elevated capacity. Thank you for your time and for considering my request.

Sincerely,

[Your Name]
[Current Job Title]