[Your name]  
[Your title]  
[Your contact information]

[Date]

[Recipient's name]  
[Recipient's title]  
[Recipient's contact information]

Dear [Mr./Ms. Last Name],

I appreciate you taking the time to read this letter. I am writing to you to formally request that I be taken into consideration for the open position of [desired job title].

I am confident that I am ready for this next challenge. I hope that my hard work ethic and successes in my current position are enough to be considered for a promotion. In the past year, I have:

[Briefly describe accomplishment 1 with numbers]

[Briefly describe accomplishment 2 with numbers]

Although I am proud of these achievements, I fully acknowledge that I am part of a hard-working team, and I appreciate your continued support.

I am aware of the time commitment and expanded skill set required by this new role, and I am confident that I can successfully fulfill the job's responsibilities.

An example of when I displayed my [job skill] was [a specific situation that highlights the skill set needed for the desired job]. Also, having been with the company for [number of years or months], I am invested in the success of [the company name] and will put forth my best efforts to see it succeed.

If I receive this promotion and vacate my current role, I will do all I can to guarantee a smooth transition. Having worked closely with several employees, I am confident that we can find someone internally who can effectively take over my job responsibilities. I would be happy to train them for this role and advise them when needed.

I would be truly grateful if I am considered for this promotion, and I thank you again for your time. I would be happy to schedule an interview at your convenience.

Sincerely,  
[Your name]