

Simple and short message of intent

Subject: Promotion Intent

Dear [Manager's Name],

This message is to formally state my intent to be considered for the [Target Position]. I am confident my skills and contributions qualify me for this opportunity, and I am eager to take on the new challenges this promotion entails.

Thank you for considering my request.

Sincerely,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/letter-of-intent-promotion>