

Letter of Appeal for Promotion

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[School/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal my recent promotion decision and to express my sincere interest in the [specific position] within [Department/School Name]. I have dedicated [number] years to my role as [current position], and I believe my contributions have significantly enhanced our educational environment.

During my tenure, I have successfully [mention specific achievements, projects, or contributions relevant to the promotion]. I have also consistently [describe other relevant skills or experiences], which I feel uniquely qualify me for this promotion.

I am extremely passionate about our mission at [School/Institution Name] and am committed to furthering our goals. I believe that in the role of [specific position], I could bring [specific benefits or changes you would implement].

I respectfully request a reconsideration of my application for this position and would welcome the opportunity to discuss my qualifications further. Thank you for your time and consideration. I look forward to your response.

Sincerely,
[Your Name]