

Letter of Submission for Position Upgrade Consideration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Manager's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request your consideration for an upgrade in my current position from [Current Position] to [Desired Position]. Over the past [Length of Time] with [Company's Name], I have had the privilege to contribute to [specific projects/tasks] and develop my skills in [relevant skills].

In my current role, I have achieved [list accomplishments], which reflect my commitment to our team's success and the company's goals. I believe that my experience and contributions position me well for this promotion.

I would greatly appreciate the opportunity to discuss this further and outline how I can continue to add value to our team in a [Desired Position]. Thank you for considering my request.

Sincerely,

[Your Name]