

Promotion Request Letter

Date: [Insert Date]

[Your Name]
[Your Job Title]
[Your Department]
[Your Company]
[Your Email]
[Your Phone Number]

[Manager's Name]
[Manager's Job Title]
[Company Name]

Dear [Manager's Name],

I am writing to formally request consideration for a promotion to [desired position] within [Department/Company]. Over the past [duration], I have taken on additional responsibilities and have contributed significantly to [specific projects or achievements].

My experience in [describe relevant experience] and my skills in [mention key skills] have prepared me well for the challenges of [desired position]. I am particularly proud of [specific example of success or achievement], and I believe that my continued growth in this role will further benefit our team and the company.

I would appreciate the opportunity to discuss my request in detail and outline my plans for future contributions to [Company]. Thank you for considering my request.

Sincerely,
[Your Name]