

Promotion Appeal Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Appeal for Promotion Decision

Dear [Manager's Name],

I hope this letter finds you well. I am writing to formally appeal the recent decision regarding my promotion to [Position Title]. I appreciate the feedback I received and would like to take this opportunity to provide additional context to support my case.

Over the past [duration], I have dedicated myself to [specific achievements, projects, or contributions]. These efforts have resulted in [specific outcomes or recognition]. I believe my performance aligns well with the requirements and expectations of the [Position Title].

In reviewing the feedback, I acknowledge [any valid points from the feedback], but I would like to further elaborate on [your counterpoints or additional achievements]. I am confident that my experience and skills make me a strong candidate for this promotion.

I would greatly appreciate the opportunity to discuss this matter further and present my case in person. Thank you for considering my appeal. I look forward to your response.

Sincerely,

[Your Name]