

Internal Job Promotion Appeal

Date: [Insert Date]

To: [Manager's Name]
[Company's Name]
[Company's Address]

Dear [Manager's Name],

I am writing to formally appeal for the promotion to the Specialist role that was recently posted. With my experience and contributions in my current position as [Your Current Job Title], I believe I am well-suited for this opportunity.

Over the past [Number of Years/Months] at [Company's Name], I have successfully [mention any relevant achievements or contributions]. My skills in [mention specific skills relevant to the new role] align closely with the requirements of the Specialist position.

I am passionate about [mention relevant aspects of the specialist role], and I am committed to enhancing my contributions to the team and the company. I am eager to take on increased responsibilities and further my professional growth in this capacity.

I would appreciate the opportunity to discuss this matter further and demonstrate my enthusiasm for the Specialist role. Thank you for considering my appeal.

Sincerely,
[Your Name]
[Your Current Job Title]
[Your Contact Information]