

Promotion Consideration Letter

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Promotion Consideration

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally express my interest in being considered for a promotion to [Desired Position] within [Company Name]. Over the past [duration of time] in my current role as [Your Current Position], I have taken on additional responsibilities and have consistently contributed to the team's success.

Some of my key accomplishments include:

- [Accomplishment 1]
- [Accomplishment 2]
- [Accomplishment 3]

I believe my skills in [specific skills relevant to the desired position] make me a strong candidate for this promotion. I am eager to take on new challenges and contribute further to our team's goals.

Thank you for considering my request. I am looking forward to discussing this opportunity with you at your earliest convenience.

Best regards,

[Your Name]

[Your Current Position]

[Your Contact Information]