

# Letter of Interest in Promotion Opportunity

[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]

Dear [Manager's Name],

I am writing to express my interest in the [specific position title] promotion opportunity that was recently announced. I have been with [Company's Name] for [duration] and have enjoyed working in the [current position] role while contributing to [mention any relevant projects or achievements].

Throughout my time here, I have developed strong relationships with colleagues and clients, and I have a deep commitment to the goals and values of the company. I believe that my skills in [mention relevant skills] and my experience in [mention relevant experience] make me a strong candidate for this position.

I would love the opportunity to discuss my application in further detail and explore how I can contribute to the team's success in this new capacity. Thank you for considering my interest in this role.

Sincerely,  
[Your Name]