

# Letter of Interest for Promotion

Date: [Insert Date]

Recipient Name

Company Name

Company Address

City, State, Zip Code

Dear [Recipient Name],

I am writing to express my interest in the [position title] position that was recently advertised internally. Having been with [Company Name] for [duration] as a [current position], I have developed a strong understanding of our team's objectives and have demonstrated my commitment to our company's success.

Throughout my time here, I have successfully [mention any relevant achievements or responsibilities that demonstrate your qualifications for the new role]. I believe my experience equips me with the necessary skills to excel in this new role and contribute positively to our team's goals.

I am excited about the opportunity to take on greater responsibilities and to continue to grow both professionally and personally within [Company Name]. I would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]