

Letter of Justification for Promotion Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Justification for Promotion Request

Dear [Manager's Name],

I am writing to formally request your consideration for my promotion to [Desired Position]. Over the past [Number of Years/Months] at [Company Name], I have consistently demonstrated my commitment to our team and contributed to the success of our projects.

Below are key accomplishments that I believe justify my request for promotion:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

In addition to my accomplishments, I have taken on additional responsibilities such as [Additional Responsibilities]. I believe these efforts reflect my readiness for a [Desired Position] role.

I am eager to continue contributing to our team's goals and take on greater challenges within the organization. I would appreciate the opportunity to discuss this request further at your earliest convenience.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Current Position]

[Your Contact Information]