

Letter of Appeal for Promotion Reconsideration

[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]

Subject: Appeal for Promotion Reconsideration

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a reconsideration of my recent promotion decision. After reflecting on the feedback provided during the review process, I believe there are significant contributions I have made that warrant further consideration.

Over the past [duration], I have taken on additional responsibilities, including [mention specific projects, achievements, or leadership roles]. These accomplishments have not only benefited our team but have also aligned with our company's goals and objectives.

Furthermore, I have received positive feedback from colleagues and clients alike regarding my performance and commitment to excellence. I am eager to continue contributing to our team at a higher capacity and believe I can bring additional value in a [desired position] role.

I would greatly appreciate the opportunity to discuss this matter further and provide any additional information that may support my case. Thank you for considering my appeal. I look forward to your positive response.

Sincerely,

[Your Name]