

# Promotion Request Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Request for Promotion**

Dear [Recipient's Name],

I am writing to formally request a promotion based on my recent contributions to our field through published work. Over the past [duration], I have authored/co-authored [number] publications in [relevant journals or conferences], which have received [mention any recognition or impact, if applicable].

My key publications include:

- [Title of Publication 1] - [Brief Description or Impact]
- [Title of Publication 2] - [Brief Description or Impact]
- [Title of Publication 3] - [Brief Description or Impact]

These contributions have not only advanced our understanding of [relevant topic/field] but have also enhanced the reputation of our department within the academic community.

Given my commitment and achievements, I believe that I have demonstrated the capabilities and qualifications for [desired position]. I would appreciate the opportunity to discuss this further and explore how I can continue to contribute to our organization's success.

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

Sincerely,

[Your Name]