

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to acknowledge your review regarding my recent promotion request. I appreciate the time and effort you took to evaluate my performance and contributions to the team.

Thank you for considering my advancement within the organization. I look forward to discussing this matter further and am eager to contribute even more to [Company's Name] in a higher capacity.

Sincerely,
[Your Name]