

Promotion Request Letter

[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]

Dear [Manager's Name],

I am writing to formally request a promotion to [desired position] within the Customer Service Team. Over the past [duration] years, I have taken on increased responsibilities and demonstrated my commitment to the company's goals.

During my time in the Customer Service Team, I have consistently achieved [mention specific achievements or metrics], and I have actively contributed to [mention any projects or initiatives]. My ability to [mention relevant skills] has enabled me to enhance the team's performance significantly.

I believe that my experience and understanding of our customer service processes make me an ideal candidate for this role. I am excited about the opportunity to take on new challenges and further contribute to the success of our team and the company.

Thank you for considering my request. I look forward to discussing this opportunity with you further.

Sincerely,
[Your Name]