

Letter of Appeal for Promotion

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally appeal the decision regarding my recent promotion application for the [specific position] at [Company Name]. I have greatly enjoyed my time in my current role as [Your Current Job Title] and am proud of the contributions I have made to our team.

Over the past [duration], I have taken on additional responsibilities and have actively participated in projects such as [mention any relevant projects or accomplishments]. I believe that my efforts have positively impacted our team's productivity and overall success.

Furthermore, I have continued to enhance my skills through [mention any training, certifications, or courses you've completed], which I believe further prepares me for the challenges and responsibilities associated with the [specific position].

I understand that promotions are competitive, and I respect the decision made. However, I kindly ask for the opportunity to discuss my qualifications and contributions in greater detail. I am eager to hear any feedback that could help me better align with the expectations of the role and improve my chances in future considerations.

Thank you for considering my appeal. I look forward to the possibility of discussing this matter further.

Sincerely,

[Your Name]