

Promotion Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request consideration for a promotion to the Logistics Coordinator role. Having been with [Company's Name] for [Duration] as a [Your Current Position], I have gained substantial experience and knowledge that I believe qualify me for this advancement.

During my time in my current position, I have successfully [mention any relevant accomplishments or contributions]. I am confident that my skills in [specific skills related to logistics coordination] will allow me to meet and exceed expectations in the Logistics Coordinator role.

I am enthusiastic about the possibility of further contributing to our team's success and would appreciate the opportunity to discuss my request with you in more detail.

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

Sincerely,

[Your Name]