

LETTER FOR PROMOTION REQUEST

DATE

[Employer's Name]

[Employer's Street Address]

[Employer's City, State, and Zip Code]

RE: Request for Promotion

Dear [Employer's Last Name]

It is with great enthusiasm that I'm humbly writing this letter to request for promotion from [current position] to [position you seek].

[# working years] as an [your position] at [working place] has given me the experience necessary to be ready and equipped to take on new tasks and responsibilities.

I have distinguished myself during the past [#years] by achieving the following

- Achievement 1
- Achievement 2
- Achievement 3
- etc.

Even while I am proud of the accomplishments I've listed above, I am also aware that I work in a team and couldn't have completed them all on my own. I appreciate your assistance and encouragement during my career as well.

I am aware that the [position you seek] will take up more of my time and necessitate the development of new skills, but I believe I possess the skills and abilities needed to properly carry out the duties of the position.

[list of your skills]

Because a prospective promotion will result in the loss of my current position, I will do everything in my control to ensure a smooth transition. Several current employees have directly worked with me and have the potential to take over my job responsibilities, and I would be happy to assist in their training.

I would be very grateful if you consider me for this promotion, and I thank you for your time. I would be happy to schedule an interview at your convenience

Sincerely

Name

Position