# Promotion Request

Subject: Promotion Request Letter for [Position Tiltle]

Dear [employer name],

I would like to formally request that I be considered for the open position of [position title].

I am confident that I am ready for this next challenge. I hope that my hard work ethic and successes in my current position are enough to be considered for a promotion. In the past year, I have:

[list your achievements in the past year]

Although I am proud of these achievements, I fully acknowledge that I am part of a hard-working team, and I appreciate your continued support.

I am aware of the time commitment and expanded skill set required by this new role, and I am confident that I can successfully fulfil the job's responsibilities.

An example of when I displayed my ability to [some skill you wish to highlight] was [time when you did something noteworthy with those skills] when [describe what you did and how those skills were highlighted] Also, having been with the company for [no. of years] years, I am invested in the success of [company name] and will put forth my best efforts to see it succeed.

If I receive this promotion and vacate my current role, I will do all I can to guarantee a smooth transition. Having worked closely with several employees, I am confident that we can find someone internally who can effectively take over my job responsibilities. I would be happy to provide additional training to prepare them for this role and advise them when needed.

I would be truly grateful if I am considered for this promotion, and I thank you again for your time. I would be happy to schedule an interview at your convenience.

Sincerely,

[Name]

[current job title]

[Contact Number]

[Contact Email]