



Date: March 31, 2022

**Subject:** Promotion

Dear Madam May,

I would like to bring to your notice that I have been working at your firm for the past 5 years as Data analysis. During this time, I have worked earnestly and passionately for achieving the highest profits for our firm. My diligence has been awarded previously as I received the employee of the year award in 2021.

My sincerity with my work and organization is evident. I have always come up with innovative solutions for any problem encountered in the success of our business.

With all the knowledge, experience, and know-how-of how things work here at TECH MS, I request you to kindly raise my income and promote. I assure you, I completely understand the responsibilities with this post and I promise that I will prove to be the righteous choice for our firm.

Looking forward to a positive response!

Thanking you in anticipation.

Yours sincerely,

Razan Aldhafian