

JOB PROMOTION REQUEST LETTER

Date: November 28, 2017

To,
ATTN
ADDRESS
POSTAL CODE
COUNTRY

Subject: Job promotion request letter

Dear Mr./Mrs.,

I have been working in your organization for the past six years and have gained a lot of experience while working in your organization. I have always worked hard on every project and successfully completed the same. Now I would like to move ahead in my career. Therefore, I request to consider me for the promotion and promote me to the post of _____.

I assure you, if given a chance, I will prove to be an asset to the company and will take the company to greater heights. I look forward to have a favorable response from you.

Thanking you.

If you have any questions, please feel free to contact me directly. Looking forward to your reply.

Yours sincerely,

<NAME>

<Signature>

<Formal Name + Title>