**LETTER OF RECOMMENDATION FOR PROMOTION**

To,  
Wallace Ross  
313 Pellentesque Ave  
Villa Park Hawaii 43526

Subject:

Dear Wallace Ross,

I Chester Bennett working with ----- **(company name)** as a ------ **(job title)** would like to submit my application for promotion through this formal letter. I have been working with the organization ------ (mention the years).  
Through all these years, I have worked on many important projects such as ------ **(mention the details)**. In all these projects, I have always demonstrated the required skills and knowledge to complete the projects successfully. I have also established a great relationship with clients and team all across.  
You can also review my client feedback and annual performance review and evaluation. I am always keen to learn and adapt according to new technologies and working system. I would request you to consider my application and discuss the opportunity of promotion.

I will be looking forward to hearing from you soon. You can contact me anytime.

Yours Sincerely,  
(Your Signature)  
Chester Bennett