Letter of Promotion Request Sample

Dear Mr. Lewis,

I am writing to ask you to consider me for a promotion. In the 8 years since I have been employed by National Trade, my day-to-day workload has expanded greatly, and I believe this is a result of the effort I put in and the overall quality of my work. Others know they can count on me to get the job done.

Currently I am still positioned as Team Leader, though as my references note I have essentially been carrying out the role of a Line Manager, without the associated perks.

I have always received positive feedback from yourself and the other line managers and feel that now is the time to grab the brass ring and truly demonstrate my value to the company.

I look forward to hearing from you on this matter soon.

Sincerely,

NAME