**Letter Requesting for Promotion Sample**

NAME  
POSITION  
  
DATE  
  
MANAGER'S NAME  
MANAGER'S POSITION  
  
Dear MANAGER'S NAME,  
  
First paragraph

In this paragraph, state how long you have been doing with the company, how you have enjoyed your time here, and how much you have come to know from your superior. Remember to be warm and friendly but non to the extent of being overly saccharine sweet.

Second paragraph onwards  
This paragraph explains to your manager why you feel the time is right for a promotion or pay rise. Points to include here are:

* Examples of how you have contributed to the company.
* Reasons why you deserve the promotion.
* How your request will benefit the firm.

Final paragraph  
In the final paragraph, highlight your desire to discuss in person your promotion and increment prospects. Remember to include how appreciative you are of the opportunities that have been given to you in the business so far.