**Professional Promotion Request Letter**

6 April 2031

Sally Miles

ABC Company

231 Apple Avenue

Fargo, ND 56790

Re: Promotion Request for Open Manager Position

Dear Mrs. Miles,

I am writing to request that you consider me for the open Finance Manager position. I have been the senior Accountant at ABC Company for the past 7 years, and I believe that my training has prepared me for this new position.

In the last year, I successfully increased our input-output efficiency by 20 percent, a feat never before achieved in the history of the company. I was also the recipient of several commendations and awards from the head New Jersey office.

I am confident that I will be an invaluable assent to the company in this new position. I am willing to discuss this matter further at your earliest convenience.

Sincerely,

Tracy Reagan