**Promotion Request Letter Template**

Date}

{Recipient’s Name/Title}

{Company Name}

{Company Address}

{City, State, Zip Code}

Re: Promotion Request for {New Position}

Dear {Mr./Mrs./Ms. Last Name},

I am writing to formally request that you consider me for the open position of {desired job title}. I am confident that I have {explain why you qualify}. This past year, I have {briefly describe two accomplishments}.

I understand the responsibility and time commitment that comes with a higher role, and I believe that my {mention your positive attributes} will allow me to tackle the challenge. I have also been with {company name} as a {current job title} for {duration} and am committed to seeing it thrive.

As this promotion, if granted, will leave my current position open, I {provide your plan for the transition process}. I am available to continue this conversation over a meeting at your convenience.

Thank you for your time and consideration.

Sincerely,

{Your Name}

{Your Signature}