**Promotion Request Letter to HR**

6 April 2031

Brandon McClain, HR Manager

Green Solutions Ltd.

321 Dunn Street

Pierre, SD 29093

Re: Promotion Request for Sale Supervisor Position

Dear Mr. McClain,

This is in regard to the open Sale Supervisor Position that is currently open. Consider this my official request to be considered for the role, which I believe aligns perfectly with my skill set.

I have been a sale representative at Green Solutions Ltd. for 4 years. Last year, I took a course in leadership and green energy, and I believe it prepared me for this role.

Please contact me at your earliest convenience to discuss this matter further.

Sincerely,

Jayson Park