**Promotion Request Letter**

Company’s Name  
HR Person or Manager’s Name  
HR Person or Manager’s Title  
Company’s Address  
City, State, Zip Code  
  
DATE  
  
Employee’s Name  
Employee’s Title  
Employee’s Address  
City, State, Zip Code  
  
Dear Name of HR person or Manager:  
  
It has been brought to my attention by NAME who is my immediate supervisor that the position of Manager for Recycling has become available, and I would like to express my interest in this position. I have worked for Environmental Solutions for the past five years and have focused most of my time on the recycling aspect of the company. I would like to take a leadership role in this area and believe that my knowledge and experience will be an asset to the department.   
  
I have made many contacts around the city who are interested in purchasing our recycled products, and I am confident that if I were in a position of leadership, I could expand the possibilities even more. I believe Environmental Solutions is doing great work in the field, and I am proud to be an employee. I have always worked well with my coworkers and have helped train new employees for the past three years.   
  
When the previous Manager for Recycling was away on sick leave, I was temporarily put in charge of the department and received commendation from my direct supervisor. I believe this company can grow to be an example to the nation in the area of sustainable living, and I would like to grow with it.  
  
Thank you for your time and consideration. If it is convenient for you, I could meet you on DATE at TIME to discuss my qualifications further. I can be reached at 555-123-4567 or at Name@email.com.   
  
Sincerely,   
Employee’s Signature  
Employee’s Name Printed  
List of enclosures: resume