**Request for Promotion Consideration**

6 April 20XX

NAME

Roof Solutions Ltd.

410 Angel Boulevard

Trenton, NJ 09890

Re: Open Senior Technician Position

Dear Ms. Marvin,

I am writing to request a promotion from my current role as Junior Technician to the open Senior Technician position. I would be highly honored if you considered me for this position, for which I have been training for the last 5 years.

The previous Senior Technician, Ms. Danielle, had been grooming me to replace her before she left RSL. I have attached her recommendation letter and my performance record for the last 2 years.

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

Sincerely,

NAME