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| FORMAL REQUEST LETTER SAMPLE FOR A PROMOTIONName ad Surname of the sender Department Name: INTERNALMM/DD/YYYYName ad Surname of the recipientDEPARTMENT,COMPANY NAME |  |

Dear Ms. NAME,

Since I have joined the finance department one year ago, we have decreased the costs of administrative material, found cheaper contractors for our capacity services and we introduced new purchasing procedure resulting with 10 % increase in our profit. I believe that I contributed a lot to those activities and become irreplaceable part of the team. Recently I have received information about Brenda’s maternity leave, so I was wondering could we meet during the next week to discuss my promotion her senior assistant job placement. I would highly appreciate if you had time to consider my request.

Sincerely yours,

NAME