**Request for Promotion Letter Sample**

The Managing Director,
Mass build Ltd.
Eastern Cape, South Africa.

**Subject: Request for promotion**

Dear Sir,

It is to bring to your notice that I have been dedicatedly working at your firm for the past 5 years as the sales executive. During this time, I’ve worked earnestly and passionately for achieving the highest profits for our firm. My diligence has been awarded previously as I received the employee of the year award in 20XX.

My sincerity with my work and organization is evident. I have always come up with innovative solutions for any problem encountered in the success of our business. Furthermore, I have also completed my MBA degree in December 20XX.

With all the knowledge, experience, and know-how-of how things work here at Mass build Ltd., I request you to kindly [raise my income](https://semioffice.com/letters/request-letters/request-salary-increment-letter-sample-for-manager-and-executive/) and promote me to the position of [Sales Manager](https://semioffice.com/letters/experience-letters/experience-letter-area-sales-manager/). I assure you, I completely understand the responsibilities with this post and I promise that I will prove to be the righteous choice for our firm.

Looking forward to a positive response!
Thanking you in anticipation.

Regards,

NAME
Sales Executive