

Formal Appeal Letter for Promotion

Subject: Appeal for Consideration of Promotion

Dear [Manager/Supervisor Name],

I hope this message finds you well. I am writing to formally appeal for reconsideration regarding my recent performance review and promotion eligibility.

Over the past [duration], I have consistently contributed to [specific achievements, projects, or responsibilities]. I believe my performance, dedication, and positive impact on the team demonstrate my readiness for the [position/title] promotion.

I kindly request a review of my contributions and consideration for the promotion. I am open to discussing this matter at your convenience and providing any additional information required.

Thank you for your time and understanding.

Sincerely,

[Your Name]

[Position]

[Department]

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