

Professional and Detailed Appeal Letter

Subject: Appeal for Promotion Consideration

Dear [Supervisor Name],

I am writing to formally request a review of my recent promotion evaluation. During my tenure at [Company Name], I have successfully completed [list notable achievements], exceeding performance expectations.

Additionally, I have demonstrated leadership in [specific initiatives], contributed to team efficiency, and taken on responsibilities beyond my current role. I respectfully request reconsideration for promotion to [desired position].

Thank you for considering my appeal. I would be happy to discuss this further at a convenient time.

Sincerely,

[Your Name]

[Position]

[Department]

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