

## **Application letter requesting promotion subject to formal review process**

Dear [Manager Name],

I am submitting my application for the [Target Position] on a provisional basis. I understand that final promotion decisions require review by [HR/Management Committee], but I would like my interest noted and considered.

I am confident that my experience in [current responsibilities] demonstrates my suitability for this role. I am available to provide any additional information or documentation required.

Sincerely,

[Your Name]

[Current Position]

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