

Sample Promotion Application Letter

Dear [Supervisor's Name],

I am writing to express my interest in the [Desired Position] and to formally apply for promotion within [Company/Organization Name]. My dedication to [Company Mission/Goals], coupled with my proven track record in [Relevant Achievements], make me well-suited for this role.

Over the years, I have consistently demonstrated my commitment to [Key Responsibilities] and have actively contributed to [Achievements or Projects]. I am excited about the opportunity to take on greater responsibilities.

Enclosed is my updated resume, highlighting my qualifications. I would be grateful for the chance to discuss my vision for the [Desired Position] and how I can continue to contribute to the success of the team in an interview. Thank you for considering my application.

Sincerely,

[Your Signature]

[Your Typed Name]