

Promotion Appraisal Request Letter

Subject: Request for Performance Appraisal and Promotion Review

Dear [Manager Name],

I am seeking a performance appraisal to evaluate my eligibility for promotion to [Target Position].

Over the past [Time Period], I have [List Achievements, Responsibilities, Leadership Contributions].

I would greatly appreciate a review meeting to discuss my performance and potential career advancement opportunities.

Sincerely,

[Your Name]

[Department / Position]

Get more templates here: <https://www.lettersandtemplates.com/letters/appraisal-request-letter>