

Formal Promotion Request Letter

Subject: Application for Promotion to [New Position Title]

Dear [Manager's Name],

I am writing to formally express my interest in the [New Position Title] role. Over the past [number of years] with [Company Name], I have successfully managed [tasks/projects], contributed to [achievements], and consistently met or exceeded performance goals.

I believe my experience, dedication, and deep understanding of our organizational goals make me an ideal candidate for this promotion. I would welcome the opportunity to discuss how I can continue to contribute to the success of our team in this elevated capacity.

Thank you for your consideration.

Sincerely,

[Your Name]

[Current Position]

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