

Provisional Promotion Request

Subject: Interest in [New Position Title]

Dear [Manager's Name],

While the [New Position Title] is currently under review, I would like to express my interest in being considered. My experience with [key tasks/projects] and my familiarity with departmental objectives make me a strong candidate for this role.

I would be happy to provide further information or discuss my qualifications at your convenience.

Best regards,

[Your Name]

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