

Formal Promotion Inquiry Letter

Dear [Manager's Name],

I am writing to inquire about the possibility of being considered for a promotion to [Desired Position].

I am eager to continue growing within [Company Name] and to contribute in a larger capacity.

Over my time here, I have completed projects such as [list accomplishments], and I am confident in my ability to excel in this new role. I would greatly appreciate any guidance or criteria needed for promotion consideration.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Position]

[Contact Information]

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