

Formal Letter Template

Subject: Request for Consideration for Promotion

Dear [Manager's Name],

I am writing to formally request your consideration for promotion to the position of [desired position] within [Department/Team]. Over the past [number of years] at [Company Name], I have consistently demonstrated dedication, leadership, and measurable contributions, including [specific achievements or projects].

I am confident that my experience, skills, and commitment align with the responsibilities of the new role and would allow me to contribute even more effectively to the team and organizational goals. I would greatly appreciate your evaluation of my request and any feedback you may have.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Current Position]

[Contact Information]

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