

# Letter Of Intent Promotion

[Your Name]

[Your Title]

[Your Department]

[Your Company]

[Company Address]

[City, State, ZIP Code]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Department]

[Recipient's Company]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing this letter to express my strong interest and intent regarding the upcoming promotion opportunity within [Your Department] at [Your Company]. As a dedicated and enthusiastic member of the team, I am excited about the potential to take on additional responsibilities and contribute to the continued success of our department and the company as a whole.

Throughout my time at [Your Company], I have consistently demonstrated a strong work ethic, a commitment to achieving exceptional results, and a passion for both personal and professional growth. I have been fortunate to work alongside some of the most talented individuals in our field, and I believe that my experiences and accomplishments have prepared me well for the challenges and opportunities that come with a more senior role.

I am particularly excited about the prospect of [mention specific responsibilities or initiatives related to the promotion]. I have already been actively involved in [mention any relevant projects or tasks

you've worked on], which I believe have provided me with a solid foundation to excel in a higher capacity.

Furthermore, I am dedicated to ongoing learning and development. I have taken the initiative to [mention any relevant courses, certifications, or training you have pursued] to enhance my skill set and stay up-to-date with industry trends. I am confident that my continuous pursuit of knowledge will enable me to make valuable contributions to the team's success.

I would welcome the opportunity to further discuss my qualifications, experiences, and ideas with you. I believe that my unique perspective, combined with my dedication to the company's mission and goals, positions me as a strong candidate for this promotion.

Thank you for considering my letter of intent. I am genuinely excited about the potential to contribute to [Your Department]'s growth and success in a more elevated role. I look forward to the opportunity to discuss this further at your earliest convenience.

Sincerely,

[Your Name]

[Your Contact Information]