

Formal letter of intent for promotion

Subject: Letter of Intent for Promotion

Dear [Manager's Name],

I am writing to formally express my interest in being considered for the position of [Target Position] within our organization. Over the past [X years], I have dedicated myself to contributing to the growth and success of the company, and I believe this promotion aligns well with both my professional skills and the organization's objectives.

In my current role as [Current Position], I have successfully [list key achievements or responsibilities]. I am confident that the experience and leadership qualities I have demonstrated will allow me to excel in the new role.

I kindly request that you consider my application and would welcome the opportunity to further discuss how I can continue to add value in this new capacity.

Thank you for your time and consideration.

Sincerely,

[Your Name]

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