

Professional style intent letter

Subject: Letter of Intent for Promotion Consideration

Dear [Manager's Name],

I would like to formally present my candidacy for the [Target Position]. During my tenure as [Current Position], I have successfully achieved [list achievements or metrics], which have directly contributed to the goals of the organization.

I have also developed competencies in [list skills or leadership areas], which position me strongly for this promotion. I am confident that I can continue driving positive outcomes if given this opportunity.

Thank you for your attention and for considering me for this advancement.

Respectfully,

[Your Name]

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