

Official tone promotion request

Subject: Formal Expression of Interest for Promotion

Dear [Manager's Name],

This letter serves as my official statement of intent to apply for the [Target Position]. I am aware of the responsibilities and expectations associated with this role and am fully prepared to dedicate myself to fulfilling them.

I have demonstrated consistent results in [Current Position] through [list achievements]. I believe my leadership ability, commitment, and organizational knowledge make me a strong candidate for this advancement.

Thank you for considering this formal request.

Sincerely,

[Your Name]

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