

Formal Letter of Interest for a Promotion

Subject: Expression of Interest in [Position Title] Promotion

Dear [Manager's Name],

I am writing to formally express my interest in the [Position Title] position that has recently become available within [Department/Company Name]. Having served in my current role as [Current Position] for [X years], I have gained extensive experience and developed the skills necessary to take on additional responsibilities and contribute more effectively to our organizational goals.

Over the past years, I have successfully [mention key achievements or projects]. These experiences have honed my leadership, problem-solving, and teamwork abilities, all of which align with the requirements of the [Position Title] role.

I am passionate about continuing to grow within [Company Name] and would greatly appreciate the opportunity to discuss how my experience and dedication can further benefit the team. Thank you for considering my application.

Sincerely,

[Your Name]

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