

Promotion Request Letter Highlighting Achievements

Subject: Promotion Request " [Your Name]

Dear [Manager's Name],

I would like to formally request your consideration for promotion to [Desired Position]. Over the past [duration], I have successfully completed [specific projects], exceeded performance targets, and contributed to improving [specific processes or team results].

I am confident that my skills and dedication make me a suitable candidate for this promotion. I would welcome the opportunity to discuss my request at your earliest convenience.

Sincerely,

[Your Name]

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