

Serious and Assertive Promotion Request Letter

Subject: Promotion Request Based on Performance

Dear [Manager's Name],

I am requesting your consideration for a promotion to [Desired Position]. Over the last [duration], I have consistently achieved targets, led initiatives such as [specific projects], and contributed to team development.

I believe my contributions demonstrate readiness for the responsibilities of this role and I look forward to discussing the promotion process with you soon.

Thank you for your attention.

Sincerely,

[Your Name]

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