

PROMOTION REQUEST LETTER

[Your Name with address and contact details]

[Write here you position in company alongwith company address and contact details]

Dear Sir,

I am proud to say that I am useful part of your organization from past two years. During this era under your kind guidance I have learned much. I have managed and completed many projects and have learned lot from my experience but now I think I need to go step ahead. I would like to get a promotion at this point as I have always stood up in all your expectation and I feel that a promotion will help me gain confidence and motivate me. I would love to show my abilities with new bigger responsibilities.

If you still have any doubt about my capability for the promotion then you may discuss it with my colleagues and I hope they will provide you a good picture for decision making. I hope that you will keep motivating your employers and help them gaining confidence as you have always been doing.

Thanks very much for sparing time for reading it. If you need to meet me in person I am always available to discuss this issue further.

Sincerely,

Your name