**Promotion Request Letter Template**

Recipient's full address

Your full address

Date (In Full)

Objective (One sentence containing the purpose of the letter)

Dear (Insert full name),

After completing several successful projects during my time here, I am writing to request consideration for a promotion. I feel that i have dedicated a lot of time and effort to the company and this has shown in the success of the following projects that i have completed during the past year. (Include brief description of projects and dates)

I have been working for the company for (state the number of years) and I will continue to show my dedication and commitment to the company during the next years to come.

The projects that I have been working on have created a lot of benefits for the company and I hope that you agree they have created a lot of success, and therefore I am hoping that this is reflected well within my request for a promotion.

Thank you for taking the time to consider my request, and I look forward to hearing your thoughts and response in due course.

Yours sincerely,

(Print and sign full name)