Request for Promotion Letter Sample

To,
The Manager,

[Company Name],

[Address]

[Date]

Subject: - Request to a promotion.

Dear Sir,

I was employed by this company eight years ago, and I believe that the workload has tremendously increased since then. Nevertheless, I never compromise on the quality of my work and have always been capable of meeting deadlines. My good relationships with other employees are also noteworthy.

I'm writing this note just to let you know that I've remained a team leader and request that you promote me to a higher position.

I've always gotten positive feedback from you, and I hope for the same now. Looking forward to hearing good news, and I'll never let you down.

Yours sincerely,

XYZ