Request Letter for Promotion

To,

The Dean,

[College Name]

Dear sir,

I have been employed at the college level for nearly a decade and would like to move up from my current position as an assistant professor.

I am writing to request a promotion to the position of Associate Professor. If you have any doubts, please review my student feedback forms and teaching materials from the last ten years.

I hope for a positive response and that you will give my request due consideration.

Yours Sincerely,

[Your Name]

[Address]

[City, State, Zip Code]

[Date]