**Letter of Intent for Job Promotion**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[*Recipient’s Name*]**

[*Your Company or Organization*]

[*Street Address*]

[*City, ZIP Code*]

Dear [*Recipient Name*],

I, [*YOUR NAME*], am writing this letter to formalize my request for a job promotion, namely for the position of [*POSITION NAME*] in the [*DEPARTMENT OR TEAM NAME*] at [*YOUR COMPANY*].

I believe that I would contribute immensely to the company in this new position for the following reasons:

* [*REASON THEY SHOULD PROMOTE YOU*]
* [*MORE REASONS*]
* [*MORE REASONS*]

I am confident that I can handle the new responsibilities that being a [*POSITION NAME*] would entail.

If you also believe that I am also qualified to be promoted to [*POSITION NAME*], then please do contact me at [*CONTACT DETAILS*]. I can also send you any additional documents and references that you might require.

Thank you [*RECIPIENT’S NAME*] for your time, and I look forward to your response.

Kind Regards,

[*Signature Over Printed Name*]

[*Your Address*]

[*Your Contact Details*]