**Letter Requesting Promotion for Working at Higher Level**

**[Your Name]**

[Street Address] [City, ST ZIP Code]

**[Letter Date]**

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

I am writing to request a promotion. My responsibilities have grown significantly since I was hired [number] years ago, and I believe that this fact and the quality of my work warrant a raise.

My current position is [current job title]; however, for the last year I have been performing all the duties of a [job title you are requesting] without having the job title or, of course, being paid commensurate with it. My responsibilities and achievements that call for a promotion include:

* [Responsibility or achievement exceeding your current position]
* [Responsibility or achievement exceeding your current position]
* [Responsibility or achievement exceeding your current position]
* [Responsibility or achievement exceeding your current position]

Based on the feedback that I have received, I believe that you and your manager think I have been performing excellently the duties of this higher position. I expect that you will give my request all due consideration as soon as possible.

I look forward to hearing from you.

Sincerely,

**[Your Name]**

[Title]