To

[Name Here]  
[Designation]  
[Company Name]  
[Address]

Date:

Re. Justification for the Promotion into Department of IT and CAA

Dear Noah,

This is Emily Krupet from the department of Designing and Marketing. I am writing to you to bring your kind attention to the matter of my promotion. On 22-01-20XX, I wrote to the management requesting my promised promotion into the department of IT and CAA. I got no response from the management. They neither responded nor forwarded my request to the higher authorities. It impelled me to directly send my justification letter to you requesting the deserving designation of IT Manager.

Sir, I have done my graduation and major in the field of IT. At the time of hiring, the company needed an employee to work in the Human Resource as due to internal affairs of the company, hiring in the IT and CAA were suspended for a certain period. As I had been already provided with the call letter, I was asked to serve in the Human Resource for some time and then I will be promoted to the vacant designation of IT Manager. It has been sixteen months since my recruitment, but I could not get promoted to the Department of IT and CAA.

Looking at my major subjects and expertise, I request you to promote me to the department of IT and CAA as an IT manager. I also assure you that I will keep contributing partially to the managerial tasks added to the work of IT management. I shall be grateful if you review my request. I am looking forward to your kind response.

I thank you in anticipation for considering my request and reviewing it. Please find the required documents enclosed. You can respond to me at [email].

Regards

Emily Krupet  
Assistant Developer  
Department of Designing and Development  
PMDCK Groups  
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