**Date:**

**To**

**[The Recipient]  
[Department]**

**Re. Request for Self-Promotion**

Dear Sir,

With reverence, this letter aims to request my promotion from [DESIGNATION] to [DESIGNATION] accounting based on seniority, competence, and high experience in the [SPECIFY YOUR FIELD].

I am [NAME], the [PRESENT DESIGNATION] from the [DEPARTMENT]. I am working here since 20XX and thus it makes [X] years of my working in the [COMPANY]. I have always been honest and hardworking in my working capacity through all these years. I have always prioritized my work at first and kept every other thing secondary. During this period in the company, I gained much experience in the forte of [SPECIFY YOUR FIELD].

I worked on the project of [NAME PROJECT-I] and it was a big success for the company. In this project, I met professional teamwork and gained extensive experience in the conducive research methods in the [FIELD OF RESEARCH]. Moreover, I got the chance to work on [PROJECT-II] and in this project, we worked on [SPECIFY THE COVERED AREAS]. It would be a big injustice to not mention you as a kind and genuine guide who put huge efforts into me by making me learn and acquire multiple new skills.

Also, not forgetting my recent completion of [SPECIFY YOUR RECENT QUALIFICATION], it has much relevance with my request for the promotion. As I see myself as one of the best fits for the vacant position of the [SPEICIFY THE POSITION YOU WANT], I request you to consider all the above-mentioned points for the fulfillment of the vacant position. Please let me know about your response to my request, which I anticipate as a positive one, in my email [EMAIL].

I am also available for any process of evaluation you want to conduct for the promotion. I shall be highly grateful to you for considering me a candidature for the vacant post. Thanks.

Regards

[NAME]  
[PRESENT DESIGNATION]  
[DEPARTMENT]  
[COMPANY]