To

[The Recipient Name]  
[Designation]  
[Company Name]

Hello Ms. [Name],

I am writing this letter to you to express my sincerest interest in being considered for the upcoming promotion. Currently, I am working as a [Your Position]. Having worked for [X] years, I always demonstrated high professionalism, dedication, and commitment to excellence. During this time, I was able to understand the dynamics of [Field of Work] and acquired an in-depth understanding of our company’s values and working ethics.

Moreover, I gained a lot of experience in research and client coordination that helped me become well-versed and promising in fulfilling my responsibilities.

I am eager to take up my next role in promoting my position from [Position] to [Position]. Having spent [x] years in the organization and equipped with all the required expertise and knowledge, I deem myself the best fit and eligible for promotion.

I am ready to take up additional responsibilities in a senior role. I assure you of the same diligence and dedication to excellence in the new position. I will be glad if you consider me a suitable candidate for the promotion.

Sincerely,

[Your Name]  
[Designation]  
[Company Name]