

PROMOTION AT WORK IN WRITING

From,
Chester Bennett
7988 Aliquet. Ave
Minot AZ 95302
(837) 145-7877

11-12-2019

To,
Wallace Ross
313 Pellentesque Ave
Villa Park Hawaii 43526

Dear Chester Bennett,
I Chester Bennett working as ----- (mention designation) since ----- (mention years) would like to express my interest for applying for the promotion/position ----- (mention title).

I feel that with the years in the industry ----- (mention industry), I am ready to take new challenges and fulfill the roles and responsibilities that this new position has to offer. During my work experience, I have worked on crucial projects for the company which includes (mention about the projects).

I am also proud to say that I have formed a great equation with the team and clients I have worked with. My contribution towards the projects and teams I have worked with can be seen with the successful completion of the projects, feedbacks I have received from the clients and can achieve much more with the new responsibility.

I am attaching the list of documents that will enable you to review my performance and work performance throughout. I would request you to consider me for the role of (mention title) and give me a chance to reach new heights and take the company to a new level of success.

Thanking you,

Yours Sincerely,

(Signature)
Chester Bennett
USA