

REQUEST FOR PROMOTION CONSIDERATION

From,
Open Team Pvt Ltd
Dolly Defeyu
Film Town,
Las Vegas, 70001, USA

Date: 11-11-2019

Wick Clinton
Operation Team Lead
Dakota
USA, 70001

Subject: -----

Dear -----,

I ----- (mention your name) working as ----- (mention job title) since ----- (mention time) has been notified about the requirement for the position of ----- (mention the position name).

I would like to express my interest in filling the position as I have worked on several projects including ----- (mention the name of the projects). I feel that with the years of experience and exposure in the industry ----- (mention the industry), I am ready to take the role and responsibility of a leader in the company and take a step towards a brighter future in career. I also feel that I will be an asset and a perfect fit for the position.

I would also like to bring to your attention that the clients I have worked with have always appreciated my work ethics and completion of all the projects successfully. It has also helped me in establishing the influential contacts in the industry, which multiplies the possibilities of working effectively in the future.

I have always received the required support from the team and management in completing any task, which has made my equation with everyone great and friendly. So, I can effectively get the task completed on time.

So, I am enclosing all the documents along with this letter for your reference. In case there is any other document required from my or any clarification, please feel free to contact me anytime.

I would like you to consider my application for the position and give me an opportunity to put in my best foot forward for the new position.

Thanking you,

Yours Sincerely,
Wick Clinton
Employee's Name Printed
List of enclosures