

# Request Letter For Promotion And Salary Increment

From,  
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Backend Team Lead  
Penissila  
789-098-3456

Date – 09/02/2011

To,  
The HR Manager,  
Isk US Pvt Ltd  
765-567-0909

Subject: -----

Dear -----,

I ----- (mention your name) working as ----- (mention job title) with the company since ----- (mention time). It has been my pleasure to be associated with the company for so long and I have thoroughly enjoyed working with the team. Also, the projects and clients I have worked with have been positive about the time we have worked together.

During all these years, I have been punctual and regular in all my dealings. I have associated well with all the team members and have fully completed all my roles and responsibilities.

I have worked on several key projects, which include (mention the list of projects). I am also attaching several documents that talk about all the documents and project insights, which will explain well about all my professional accomplishments.

I would like you to consider my application for the position of (mention the position name) and in case any other document is required from my side, then please feel free to contact me anytime.

Thanking you,  
Yours Truly,  
Your name  
Job title  
Contact details  
Email details