

# Letter of Intent for Promotion within Company

To Bank Manager  
CK Institute  
NYC

Dear Mr. Dow,

I am very delighted about growing my career in ABC Company and writing this letter to apply for the Manager position. I joined this company 3 years ago as a Team leader. It was my pleasure to work with a highly talented team in this company. I shall surely bring good growth to this company in the future.

I have been handling many clients during my tenure in the company. I have a team of 10 employees under me. I keep conducting meetings with them on a daily basis and guide them. I have many other responsibilities as a team leader. During my tenure, I have gained many development skills. I also have been awarded as the best performer many times.

Now I think I am eligible enough to be a manager in this company. I appreciate your consideration and also look forward to discussing for promotion at your convenience. Kindly let me know if I am missing any information.

Regards,  
Jac

