Month Day, Year

Dear [Recipient Name],

I am writing to request you for a promotion to the post of Assistant Manager in the Health and Safety Department. As Mr. John Doe is leaving, the mentioned post will be vacant. I would like to be considered for this title owing to my experience in this field as well as relevant skills.

I have been working in the said department for 6 years as the Administrative Officer. Being an important part of the Health and Safety team in the organization, I have been able to make some noteworthy achievements by completing multiple projects. I have enclosed details of these projects with this letter. In addition, I have also received the most up-to-date ISO certification in the field. Please find attached copies of the certificates highlighting my skills and knowledge.

Considering my experience, achievements, and capabilities, I feel I am ready to take this new responsibility. Kindly consider my request.

Sincerely,

[Your Name]  
[Designation]