[Company Name]  
[Address, CITY, STATE, Zip]  
[Contact]  
[Website]

Date:

Re. Consideration for Promotion  
  
Dear Howard,

It has been brought to your kind attention that I have been working in this firm since 2016. I took charge of Assistant Manager in February 2016. Since then I have been working hard to prove my capabilities and it is my pride to share that I have achieved in this regard. Recently, I came to know that the position of Mr. Hilton is open to fill as he has resigned a week before. He moved to England to establish his own business.

My letter aims to ask you to consider me to promote from the position of Assistant Manager to General Manager. Sir, when Mr. Hilton was on leave a few months ago, I was taking charge as General Manager. During that time, my tackling and handling of the responsibilities were much appreciated by the director, and I was promised an incentive for that too but not met.

I am writing this letter to my sole concern for the vacant position of General Manager. Mr. Hilton was my immediate supervisor and I have learned a lot from him. I present myself as an eligible candidate for the position and also assure you of my complete cooperation in filling my vacant position in training and contributing to the Assistant Manager’s seat. When I was sent to Denmark for the training sessions, I was also trained very well for what comes under the responsibilities of the General Manager.

I believe I can work in this regard very well and can help this firm in nurturing and growing. I can meet you at your convenience at 11:00 AM on 23rd November 2020 to discuss further. I will be grateful if you please consider me for promotion.

Thank you

Regards

William Aught  
Assistant Manager, Nelson Electronics and Appliances   
James Street 18th Ninety Fourth, California, USA