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

Date:

Re. Request for Promotion Consideration

Dear Sir,

I am James Will and work as an Assistant in your organization. I am working here since 2015. It has been five years since I am working here, and I always gained an appreciation for my hard work and competency. I have been working with absolute dedication and ardent commitment to achieve my goals. Recently, I came to know that the place of Recycling Manager is lying vacant for one week. I am writing to you to formally request you to acknowledge me for this vacant position.

During my services from 2015 to 2020, I achieved the following major goals

* I was chosen as a representative for the Board of Directors’ meeting in Boston
* I was given the Mega Plastic Ringing Project
* I got the tenders from GHK Norman Groups from France
* I presented an environmental solutions project at Denmark International Conferences
* I was representative of the company in Environmental Solutions Project finance raising Gems

I am gratified by my achievements briefly listed above and thankful to you and the team for providing me such great opportunities. I want to mention here that the vacant post of Recycling Manager is not much different from my post as the project of environmental solutions has a good deal of work with recycling. I assure you of my dedication and commitment to the demands of the post of recycling manager. I also assure you that I will keep on training the person who will take my vacant post.

I shall be highly obliged if you consider me for the vacant post of Recycling Manager. I am available for an in-person meeting if needed. I am looking forward to your kind response.

Thank you

Regards  
James Will  
Assistant, WER, California, USA