Mr. James,  
CEO,  
ABC Company, London.

Mr. Green,  
Sales executive.  
ABC, London.

Dated: 11th January, 20XX

Subject: Concern of promotion for [X]

Respected Sir James,

I, Green has been serving in ABC Company as a sales executive for the past 5 years. I had joined back in 2015 when the company was facing a sales crisis. At that time, I was successful in formulating a sales strategy that did wonders. Our sales increased immensely which brought us huge profits. I had also received the best salesmanship award by the company for which I am grateful. 2 years back I had helped in increasing sales of our razors which were suffering a decrease in sales.

Last year when the promotions were being decided, I was hopeful that I might get promoted to a new designation, but things did not turn out in my favor. This year too I was once again hopeful of receiving a promotion but this year too I was denied.

I am very much disturbed by the fact that I have given my best to the company over the past 5 years and still I am not getting promoted. You can easily see through my performance chart that with every year my performance has improved. I have always worked in the best interest of the company. I had earlier talked to my manager regarding my concern for promotion, but it all went in vain. It is for this reason that I am writing to you personally.

I request you please look at my performance chart once again. You will surely see positive results in it. I hope to receive a positive reply from you.

Yours Sincerely,

Mr. Green,  
Sales Executive  
ABC Company