

Cover Letter for Promotion

TO:

Dear _____,

I am extremely excited about submitting an application for the _____ position in the _____.

I've been with the company since _____. During those years, I've proved my commitment and dedication to the company. I've gained a great number of new clients through sales. I've also received numerous awards for being an excellent employee. I've also received a lot of commendations from the higher-ups.

I understand that I have the required skills, expertise, proficiency, and experience for this position.

Thank you for your time. I look forward to hearing from you.

Warmest regards,



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