
Dear Sir,

I feel proud to say that I am a part of this esteemed organization. I have been employed for eight years, and I have learned much. I have completed many projects with great achievements.

Currently, I am employed as an Office Assistant and would like to get a promotion.

If you have any doubts, you can discuss it with my colleagues they can give you a better picture. This promotion can motivate me to give my 100% to this company.

I look forward to a positive response and that you will accept my promotion.

Yours Sincerely

XYZ