To,

[Name of Recipient]

[Designation of Recipient]

Date:

**Subject: Request Letter for a Promotion**

Dear Sir/Madam,

I am writing this letter to officially request for a promotion. I hope that you remember what you told me about the completion of my Master’s Degree. You mentioned that if I would have earned the degree, I will be able to ask for the job promotion. Well, I am glad to inform you that I have earned and completed the aforementioned degree.

So, I request you to take this matter into consideration and proceed with the promotion as we discussed. Looking forward to a positive response.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]