**JOB PROMOTION LETTER OF INTENT**

Jesse Fletcher  
119 12th Street, Suite D  
Toledo, Washington 15432

Date: December 6th, 2019

SkyBound Care Products, ATTN: Janet Mason  
3010 Wharf Street  
Seattle, Washington 16410

Dear Ms. Janet Mason,  
I, Jesse Fletcher, am writing this Letter of Intent to put forward my request to be considered as a candidate for the position of Senior Sales Representative.

In my time working as Sales Representative, I have proven myself to be an asset to SkyBound Care Products by ensuring that orders are delivered on-time and anticipating client inventory shortages. By using this strategy, I have exceeded annual sales targets three years in a row.

Furthermore, I have distinguished myself by acquiring three new clients and opening a new local sector in the process. I requested the opportunity to open up communications with private elderly care facilities in the Cobalt district. After making several personal calls and providing in-person product demonstrations, I signed up two clients for bi-weekly orders of our products.

As Senior Sales Representative, I will be able to bring additional value to SkyBound Care Products by having the entire sales team focus on order fulfillment and client inventory. I have proven methods on how to increase our clients’ monthly orders that I can demonstrate to the entirety of the sales team. If promoted to a senior position, I will be able to acquire and maintain more small independent clients in the local sector. Through the acquisition of new clients, we will be able to have increased sales with local delivery and direct client management.

If you have any questions regarding this request, or if you require any documentation or references, please contact me at (555) 426-1317. Thank you for your time and consideration regarding my candidacy for Senior Sales Representative.

Sincerely,

[Signature]

Jesse Fletcher