**Letter of intent for promotion template**

The template for your letter should have a formal layout with a tone that is professional yet friendly. Here is an example of how you'll want to structure your letter of intent:

[Your name]

[Your address]

[Your phone]

[Your email]

[Date]

[Hiring manager's name]

[Company name]

[Company address]

[Greeting],

[The first sentence should state your name and the role that you intend to apply for. The second and third sentences should provide an overview of your qualifications and career accomplishments. End the paragraph with a sentence that supports your previous statements.]

[Provide the reasons why you want the promotion in the second paragraph. In the first sentence, you may start by describing how your current role has prepared you for this new promotion. In the second and third sentences, you may explain specific reasons why you've chosen to pursue the job or promotion. End with a sentence that tells how this job will support your goals.]

[In the closing paragraph, end with an explanation of how you'll benefit the company in your new role. In the following sentences, express your gratitude for the opportunity to apply and appreciation for being considered. End on a positive note and let the employer know that you'll be anticipating a response.]

[Closing statement],

[Signature]