



## LETTER OF INTENT FOR PROMOTION

Dear \_\_\_\_\_,

It is with great pleasure to be working with the Company since \_\_\_\_\_. I know that there is a recruitment process for the position of \_\_\_\_\_ and I would like to express that I am very excited to apply for this position.

My current position is \_\_\_\_\_ and for \_\_\_\_\_ years of working in this Company, my experiences and achievements are as follows;

I am in high hopes that the Company takes my intention into consideration and I am looking forward to hearing updates soon.

Sincerely,

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**COMPANY NAME**  
123 Maple Street Anytown, PA 17101  
info@example.com  
www.example.com  
(123) 1234567



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