

Preliminary request for promotion consideration

Subject: Preliminary Expression of Interest for Promotion

Dear [Supervisor's Name],

I would like to express my preliminary intent to be considered for the position of [Target Position].

While I am still gathering feedback and reflecting on how I can best serve in this role, I want to make my interest known early.

I believe my background in [mention area] and my track record of [list accomplishments] make me a strong candidate. I welcome the chance to discuss this further with you in more detail.

Sincerely,

[Your Name]

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