Mr. John Holiday

Keely Drive

Charlton, MA 01507

August 1, 2010

Mr. Will Monteith

Human Resources Officer

Triple Ace Company

Swansea, MA 02777

Dear Mr. Monteith,

Good day!

I am writing this letter to inquire about the status of my promotion.  I was verbally informed by my department head last month that I have a pending promotion.  I was informed to await the decision of the company within two weeks but I have yet to receive any news about the matter.

I have been recommended for promotion for two years now.  I have been working in the company for ten years and I hope that my promotion will be approved this time.  I have already submitted pertinent documents asked of me for the process of promotion.  I am a dedicated and hard-working employee and I do hope for your positive response.

Thank you.  I look forward to your action.

Respectfully,

John Holiday