Ms. Mary Brown

Newmachar, Aberdeen

Aberdeenshire, AB24 0PU

July 28, 2010

Mr. Gerald King

Sales Supervisor

AZ Sales, Inc.

Dear Mr. King,

Good day!

I am Mary Brown, a sales representative who has been working in your company for ten years now.  It has been a fruitful ten years for me and I have been working well under your supervision.  I have gained a lot of valuable experiences and I have also learned numerous practical lessons about the sales industry.

I would like to express my humble request for a promotion.  I believe that I can contribute more to the company if I be given a higher position and responsibility.  Working under your supervision has trained me well and has given me much insight into the job of a sales supervisor.  I know that I am ready to handle a higher position which you may see fit for me.

I hope to be able to meet you at your convenient time to discuss further my request.

Thank you and I hope for your positive response.

Sincerely,

Mary Brown