**LETTER OF INTENT FOR PROMOTION**

[SENDER NAME]

[SENDER ADDRESS]

[SENDER CITY, STATE, ZIP CODE]

Date: [DATE]

[RECIPIENT NAME]

[RECIPIENT ADDRESS]

[RECIPIENT CITY, STATE, ZIP CODE]

Dear [RECIPIENT NAME],

[INTRODUCTION, REASON FOR WRITING]

[HISTORY WITH COMPANY, WORK ACHIEVEMENTS, WHAT SENDER WOULD BRING TO NEW ROLE]

[THANK YOU, CALL TO ACTION]

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://www.esign.com/)

[Signature]

[SENDER PRINTED NAME]

[Print Name]