

[Date]

[Recipient Name]
[Recipient Title]
[Department/Office]

Subject: Internal Promotion Recommendation for [Candidate Name]

Dear [Recipient Name],

I am writing to recommend [Candidate Name] for the position of [Target Position] within our organization.

[Candidate Name] has been with [Company Name] since [Start Date], serving as [Current Position]. During this time, they have demonstrated exceptional performance, strong leadership skills, and dedication to their role.

[Provide specific examples of achievements, skills, and contributions that qualify the candidate for the promotion.]

Based on their consistent track record and proven expertise, I am confident that [Candidate Name] will excel in the new role and continue to contribute significantly to our team.

Please let me know if you need any further information.

Sincerely,

[Your Name]
[Your Title]
[Department/Office]