

[Your Name]
[Your Rank]
[Your Unit/Assignment]
[Date]
[Recipient's Name]
[Recipient's Rank]
[Recipient's Title]
[Unit/Organization Name]
[Address]

Subject: Request for Enlisted Promotion

Dear [Recipient's Name],

I am writing to formally request consideration for promotion to the rank of [desired rank]. I have served in the [Your Unit/Branch] since [Date of Enlistment] and have fulfilled my duties diligently while striving for excellence in all assigned tasks.

During my time in service, I have achieved the following:

- [Accomplishment/Responsibility #1]
- [Accomplishment/Responsibility #2]
- [Accomplishment/Responsibility #3]

I have demonstrated [mention key skills or attributes related to the promotion], and I believe I am ready to take on the additional responsibilities that come with the rank of [desired rank].

I appreciate your time and consideration of my request. I look forward to discussing my promotion further.

Respectfully,

[Your Name]
[Your Contact Information]
[Your Signature (if sending a hard copy)]