

Letter to Request for Permanent Position

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

I was hired as sales manager in the company for the temporary job in November 2015. I had a great experience of working in your company. There was a huge impact on the sales of the company when I joined it. I worked hard day and night for boosting the sales of the company. Therefore, I believe that I should be given an opportunity to serve the company permanently. I assure that I will never disappoint the company.

I am now interested in working for the same job position on permanent basis. I want you to have a look on my resume and consideration.

Sincerely,

[Your Name]

[Senders Title] –Optional-