

From:
Larry Roberts
Assistant Accountant
Decker & Associates

January 29, 2011

To:
Company Director
Decker & Associates

Dear Sir,

RE: Letter of Intent for Promotion

It has come to my knowledge that Mr. Billy Jones, the Company Accountant, is leaving the company end of the month. Hence, his position would be vacant.

I am putting forth this letter of intent for a promotion to the vacant Company Accountant position at this reputable company, of which I have been serving for 5 years. I have had the privilege of working with Mr. Jones for the last year as his assistant and I am well versed with the responsibilities pertaining to the Company Accountant post.

I do hope that the Management will consider my intention mentioned. Perhaps Mr. Jones can give a kind reference on my behalf.

I hope to hear favorably from you on this matter.

Yours truly,

Larry Roberts

Assistant Accountant