

[FULL NAME]
[CURRENT SENIOR ART DIRECTOR / ART DIRECTOR]
[PORTFOLIO URL / LINKEDIN]
[EMAIL ADDRESS]
[PHONE NUMBER]

[Date]

[Recipient Name]
[Title, e.g., Executive Creative Director / VP of Creative]
[Agency/Company Name]

Dear [Recipient Name],

Over the past [Number] years at [Company Name], I have dedicated myself to elevating our visual storytelling and brand excellence. Following our recent successes with [Major Project/Client Name], I am writing to formally express my interest in being promoted to the position of **Creative Director**.

As an Art Director, I have evolved beyond aesthetic execution to focus on high-level strategy and team mentorship. During my tenure, I have:

- Led the creative vision for [Project Name], resulting in [Metric: e.g., 20% increase in engagement / Award win].
- Mentored a team of [Number] designers and junior art directors, fostering a culture of [Specific Value, e.g., rapid prototyping / conceptual rigor].
- Bridged the gap between [Department, e.g., Accounts/Engineering] and Creative to streamline workflows and reduce production overhead by [Percentage].

I view the Creative Director role not just as a leadership position, but as a commitment to the long-term creative trajectory of [Company Name]. I am prepared to transition from managing assets to managing the overarching brand philosophy and the growth of our entire creative department.

I look forward to discussing how my vision for the upcoming [Fiscal Year/Quarter] aligns with our goals for global brand expansion and creative innovation.

Best regards,

[Signature]
[Full Name]