

# Letter of Employment Reference Request for Promotion Consideration

Date: [Insert Date]

[Your Name]  
[Your Job Title]  
[Your Department]  
[Your Company]  
[Your Company Address]  
[City, State, Zip Code]

[Recipient's Name]  
[Recipient's Job Title]  
[Recipient's Company]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request your support as a reference in consideration for my upcoming promotion to [Desired Position] within [Department/Company]. I believe that your insights and experiences working with me would provide valuable perspective to the decision-makers.

During my time at [Company], I have [Briefly describe achievements or contributions]. I truly value the experiences we've shared and appreciate your guidance and mentorship.

If you are comfortable providing a reference, I would be more than happy to discuss this with you at your earliest convenience. I am also willing to provide any information you might need to facilitate this process.

Thank you very much for considering my request. I greatly appreciate your support.

Sincerely,  
[Your Name]  
[Your Contact Information]