

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request your assistance in providing a reference for my promotion consideration to the position of [Position Title] within [Department Name]. I believe that my contributions and growth during my time at [Company Name] make me a strong candidate for this advancement.

Throughout my tenure at the company, I have successfully [mention specific achievements or contributions], which I believe align with the requirements of the [Position Title]. I would greatly appreciate your support in highlighting my skills and work ethic in your reference.

If you require any additional information or if there is a convenient time for us to discuss this further, please let me know. Thank you for considering my request. Your support means a great deal to me as I seek to take the next step in my career.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]