

Advocacy Request for [Colleague's Name]

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your support in advocating for my colleague, [Colleague's Name], who has consistently demonstrated exceptional performance and dedication in their role as [Colleague's Position].

Throughout their time in our department, [Colleague's Name] has [insert specific examples of achievements or contributions]. Their hard work and commitment to excellence not only benefit our team but also enhance the wider objectives of our organization.

Given their contributions, I believe that [Colleague's Name] deserves to be considered for [specific opportunity, promotion, etc.]. Your advocacy could greatly influence a positive outcome for them, and I would greatly appreciate your support in this matter.

Thank you for considering this request. If you would like, I would be happy to discuss this further or provide additional information as needed.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]