

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance in providing a personal reference as I pursue a promotion to [Position Title] within [Company Name]. I believe that your insights into my skills and contributions would be invaluable in supporting my application.

During my time at [Company Name], I have had the pleasure of working alongside you on [specific projects or teams]. I believe that you can speak to my [mention specific skills or qualities] which are relevant to the position I am applying for.

If you are willing, I would greatly appreciate your support by providing a reference by [Date]. Please let me know if you need any additional information or if there is a convenient time for us to discuss this further.

Thank you very much for considering my request. Your support means a lot to me.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]