

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request your support as a reference for my performance review in consideration of my upcoming promotion to [Position Title]. Over the past [time period], I have diligently worked to contribute to our team's success and believe that your insights into my performance would greatly strengthen my case.

Throughout my tenure in [Current Position], I have taken on various responsibilities, including [specific tasks or projects]. I have strived to exceed expectations and demonstrate my commitment to our team's goals. Your perspective on my contributions and growth during this time would be invaluable.

If you are willing, I would appreciate your feedback on my performance and any specific examples that highlight my contributions, particularly in areas that align with the role I am seeking.

Thank you very much for considering my request. Please let me know if you need any additional information or if there's a convenient time for us to discuss this further.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]