

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Store/Company Name]

[Store Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request your support as I apply for a promotion to [desired position] at [company/store name]. I have greatly enjoyed my time as [current position] and believe that my experiences have prepared me well for this new opportunity.

During my tenure here, I have [briefly explain your key achievements and contributions]. I am excited about the possibility of taking on more responsibility and contributing to our team's success in a different capacity.

If you feel comfortable, I would sincerely appreciate you providing a reference that highlights my skills and accomplishments. I believe your perspective would lend significant weight to my application.

Thank you for considering my request. I am grateful for your guidance and support. Please let me know if you need any further information or if you would like to discuss this matter in more detail.

Best regards,

[Your Name]

[Current Position]