

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your support in my consideration for a promotion to [desired position] within [Company/Organization Name]. Over the past [duration] in my role as [current position], I have taken on numerous responsibilities and demonstrated my commitment to the team and our goals.

As you know, I have successfully [briefly mention key achievements and contributions], which I believe showcases my potential for the [desired position]. I would greatly appreciate it if you could provide a letter of recommendation highlighting my skills, accomplishments, and suitability for this promotion.

If you need any further information or specific points you'd like me to provide, please feel free to reach out. Your support would mean a lot to me as I pursue this advancement in my career.

Thank you for considering my request. I look forward to hearing from you soon.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]