

# Letter of Demand for Work-Related Reference

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request your support in providing a work-related reference crucial for my upcoming promotion application. As you are aware, I have been with [Company's Name] for [duration of employment] and have consistently strived to contribute positively to our team's success.

Your endorsement would significantly strengthen my application for the [specific position] and highlight my contributions to the organization. I would greatly appreciate it if you could provide insights into my skills, performance, and professional growth during my tenure.

If you require any specific details or additional information to assist you in this request, please let me know. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]