

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request your support in providing a recommendation for my upcoming promotion consideration for the [Position Title] within [Department/Organization]. Given our work together on [specific project or task], I believe you can provide valuable insights into my skills and contributions.

Throughout my tenure at [Company Name], I have consistently strived to meet and exceed expectations, particularly in [mention any specific duties or accomplishments relevant to the promotion]. Your perspective on my performance would be instrumental in highlighting my qualifications to the promotion committee.

If you agree to assist me in this endeavor, I would be happy to provide you with any additional information or context that you might need. Thank you very much for considering my request. I truly appreciate your time and support.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]