

Dear [Manager's Name],

I would like to sincerely thank you for your ongoing support and invaluable guidance throughout my time with [Company Name]. Your mentorship has played a crucial role in my professional growth, and I deeply appreciate the opportunities you've provided me to develop my skills and contribute to the team's objectives.

Over the past [duration], I have consistently strived to uphold our team's standards, meet our targets, and support my colleagues. Some of the achievements I am particularly proud of include [briefly mention a few specific accomplishments or contributions], which have helped drive our team's success.

I am eager to embrace new challenges and believe I am ready for increased responsibilities. Therefore, I am respectfully requesting your recommendation for promotion to [desired position]. I am confident that in this new capacity, I can further contribute to the team's goals and continue to uphold the values of [Company Name].

Thank you once again for your leadership and encouragement. Your endorsement would mean a great deal to me and I am committed to delivering even greater results as I grow within the organization.

Please let me know if you would like to discuss my request further, or if I can provide any additional information regarding my performance and aspirations.

With sincere appreciation,

[Your Name]