

Formal Reference Request Letter for Employee Promotion

[Your Name]
[Your Job Title]
[Department/Unit]
[Your Contact Information]
[Date]

[Recipient's Name]
[Recipient's Job Title]
[Recipient's Department]
[Company/Organization Name]

Dear [Recipient's Name],

I am writing to formally request your support in providing a reference for my application for promotion to the position of [Target Position] within [Department/Organization Name]. As someone who has directly observed my work and professional conduct, I believe your endorsement would significantly strengthen my candidacy.

During my tenure as [Current Position], I have consistently strived to contribute to the success of our team and organization through [briefly mention key achievements or projects, e.g., leading successful projects, improving processes, fostering team collaboration, etc.]. I have also worked to develop my skills in [mention relevant skills or areas of growth, e.g., leadership, communication, technical expertise], preparing me to take on greater responsibilities.

I would be sincerely grateful if you could provide a formal reference highlighting my qualifications, skills, and contributions to the team. Your insight into my work ethic and capabilities would provide valuable context for the promotion committee to consider.

Please let me know if you require any additional information or specific details to assist you in preparing your reference. Thank you very much for your time and support.

Sincerely,
[Your Name]