**Below is a SAMPLE memo or email you can send to your supervisor requesting the Upward Mobility Program.**

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SUBJECT: Request for Upward Mobility Program information

YOUR NAME

YOUR JOB CLASSIFICATION

Good Morning, (Opening Greeting)

I'm interested in participating in the Department's Upward Mobility Program. Please provide me with a copy of the Upward Mobility Program Guide and Procedures. Also, I would like to meet with you to discuss my participation in this program.

In order to streamline the process, please provide a list of any documents needed prior to the meeting.

I look forward to hearing from you by *(specify date).*

Thank you,

YOUR NAME