

# Reference Request for Award Nomination

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Job Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in my nomination for the [Name of the Award] which recognizes outstanding contributions in the retail sector. I believe that your perspective on my work and accomplishments would greatly enhance my nomination.

During my time at [Company Name], I have strived to exceed expectations in my role as [Your Job Title]. Some highlights of my work include:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

I would be honored if you could provide a reference on my behalf that reflects my dedication and impact in our retail environment. The nomination submission deadline is [Insert Deadline], so your timely response would be greatly appreciated.

Thank you for considering my request. If you need any additional information or have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]