

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Store Name]

[Store Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to request a reference letter from you for my college application. As you know, I have enjoyed working at [Store Name] over the past [duration] and have gained valuable experience in a retail environment.

The deadline for submission is [insert deadline], and I would greatly appreciate your support in this endeavor. Your insights regarding my work ethic, customer service skills, and team collaboration would be invaluable to my application.

Thank you very much for considering my request. Please let me know if you need any additional information or if there is a convenient time to discuss this further.

Sincerely,

[Your Name]