Reference Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a reference from you as I apply for an internship position at [Internship Company Name]. My experience working in the retail position at [Your Company Name], where we collaborated closely, has equipped me with valuable skills that I believe will be beneficial for this opportunity.

The internship requires a strong background in customer service, teamwork, and adaptability, all of which I demonstrated in my role with your team. If you feel comfortable providing a reference, it would greatly enhance my application and prospects for this internship.

Thank you very much for considering my request. I truly appreciate your support and hope to hear from you soon.

Sincerely,

[Your Name]