

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Reference's Name  
Reference's Position  
Company Name  
Company Address  
City, State, Zip Code

Dear [Reference's Name],

I hope this message finds you well. I am writing to request a reference for a retail position I am applying for at [Company Name]. As you know, I greatly appreciated the time I spent working under your supervision at [Previous Company Name].

The organization is looking for someone who possesses strong customer service skills and effective teamwork abilities, both of which I developed during my time in our department.

If you are comfortable providing a reference, I would be truly grateful if you could address my strengths as they relate to retail. Please let me know if you need any additional information or if there is a particular format you prefer.

Thank you very much for considering my request. I appreciate your support.

Sincerely,  
Your Name