

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Reference's Name]

[Reference's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to request a personal reference as I am applying for a retail position at [Company Name]. Given our previous experiences working together at [Previous Company/Context], I believe you can provide valuable insight into my skills and work ethic.

The position I am applying for involves [briefly describe job responsibilities]. Your perspective on my [mention specific skills or experiences relevant to the position] would greatly assist me in this application process.

If you're able to provide a reference, please let me know, and I can share any additional details or a copy of my resume for context. Thank you for considering my request; I truly appreciate your support.

Warm regards,

[Your Name]