

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

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to kindly request a reference from you for my application for a professional license in the retail industry. During my time at [Company Name], I greatly appreciated your guidance and support, and I believe your endorsement would enhance my application.

As you know, I have been involved in [briefly describe your role and responsibilities] which has paved the way for my professional development. Your insight into my work ethic, skills, and contributions would be invaluable.

If you agree to provide a reference, please let me know if you need any further information or if there are specific points you would like me to highlight. I appreciate your consideration and support.

Thank you in advance for your time and assistance.

Sincerely,

[Your Name]