

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to seek your support in my professional journey as I prepare to attend an upcoming networking event focused on retail opportunities.

As you know, I have enjoyed working with you at [Company Name] during my time as a [Your Position]. Your guidance and mentorship have been invaluable to my development in the retail industry.

I would be incredibly grateful if you could provide a reference for me that highlights my skills and contributions during my tenure at [Company Name]. A strong recommendation from you would greatly enhance my chances of connecting with prospective employers at the event.

If you are willing to assist, I can provide further details about the event and any specific points you might want to cover.

Thank you for considering my request. I truly appreciate your support!

Sincerely,

[Your Name]

[Your Contact Information]