

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

[Recipient's Name]
[Recipient's Position]

Kwik Trip

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference regarding my employment at Kwik Trip from [start date] to [end date]. I greatly appreciated my time with the company and the experiences that I gained during that period.

[Insert a brief overview of your role, responsibilities, and any achievements or contributions while at Kwik Trip.]

I am currently applying for [insert the position or opportunity you are pursuing], and I believe a reference from you could significantly enhance my application. I would be grateful if you could share your insights on my work ethic, skills, and overall performance during my tenure at Kwik Trip.

Thank you very much for considering my request. I appreciate your support and am looking forward to hearing from you soon.

Best regards,

[Your Name]

[Your Job Title at Kwik Trip]