

Letter of Request for Guidance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Institution Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently pursuing a degree in Hospitality Management at [Your Institution]. I am reaching out to seek your guidance and expertise in this dynamic field.

As I work towards completing my studies, I am eager to gain insights from seasoned professionals like yourself. Your extensive experience in the hospitality industry, particularly in [specific area of expertise], is truly inspiring, and I would greatly appreciate any advice or resources you could share.

If possible, I would love the opportunity to schedule a brief meeting or phone call at your convenience to discuss your experiences and any recommendations you may have for a student preparing to enter the industry.

Thank you for considering my request. I look forward to the possibility of learning from you.

Sincerely,

[Your Name]