

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Culinary School Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request your assistance in providing a reference on my behalf as I apply for a position at [Company/Restaurant Name]. As you know, I am a graduate of [Culinary School Name], where I had the opportunity to grow my skills and passion for culinary arts.

The position I am applying for is [Job Title], and I believe your insights into my work ethic and abilities would greatly enhance my application. If you could share your perspective on my time at [Culinary School Name] and any relevant skills that would be applicable to this role, I would be immensely grateful.

Please let me know if you need any further details regarding the position or my experience. Thank you for considering my request, and I greatly appreciate your support.

Sincerely,

[Your Name]