

Reference Request Letter for Event Planning Role

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am reaching out to request a reference as I am currently applying for an event planning role with [Company/Organization Name]. During my time at [Your Previous Job/Company], I had the pleasure of working closely with you on various events, and I believe that your perspective on my skills and experience would greatly enhance my application.

In my role as [Your Job Title], I was responsible for [briefly outline key responsibilities and achievements]. I appreciated your mentorship and support during that time, and I feel that your insights would provide potential employers with a well-rounded view of my capabilities as an event planner.

If you are willing, I would be truly grateful if you could provide a reference letter or be available for a quick phone call with the hiring manager. Please let me know if you need any additional information or context about my application.

Thank you very much for considering my request. I look forward to hearing from you soon.

Warm regards,

[Your Name]