

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reference for my application for a full-time position in the hospitality industry.

During my time at [Your Previous Employer's Name], I had the opportunity to enhance my skills in [mention relevant skills or experiences]. I believe your insight into my work during this period would provide potential employers with a valuable perspective on my abilities and work ethic.

If you agree to be my reference, I would be happy to provide any further details regarding the position I am applying for and any specific skills I would like highlighted. The contact information for the prospective employer is as follows:

[Hiring Manager's Name]
[Company Name]
[Company Address]
[Company Phone Number]
[Company Email]

Thank you very much for considering my request. I truly appreciate your support as I take this next step in my career.

Warm regards,
[Your Name]
[Your Phone Number]
[Your Email]