

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference for my application for a position in guest services at [Company Name]. I have greatly appreciated the opportunity to work with you during my time at [Previous Company/Job], and your insight into my skills and work ethic would be invaluable to my application.

The position I am applying for focuses on providing exceptional customer service and enhancing guest experiences, and I believe your perspective on my performance would highlight my strengths in these areas.

If you are willing, I would appreciate your support by providing a reference. Please let me know if you need any further details or if there is a convenient time for us to discuss this request.

Thank you very much for considering my request. I genuinely value your support and guidance.

Sincerely,

[Your Name]